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ABSTRACT

History, Administration of the College, Faculty, Services, Student Life, and General Information are the major sections of the faculty handbook of St. Olaf College, a church-related school in Northfield, Minnesota. Responsibilities for administrative, departmental, and teaching positions, and for faculty committees are described, and personnel policies are detailed (faculty ethics, academic freedom, standards for faculty evaluation, appointment and tenure, termination and grievance procedures, fringe benefits, etc.). (JT)

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Faculty Manual

U S DEPARTMENT OF HEALTH, EDUCATION & WELFARE
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St. Olaf College

Northfield, Minnesota

ED012643

FACULTY MANUAL

St. Olaf College

Northfield, Minnesota

1974

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August, 1975

TO: Members of the Faculty

FROM: Dean William C. Nelsen
Vice President and
Dean of the College

RE: Revisions in the Faculty Manual

During this past year changes were made in the following sections of the Faculty Manual as a result of actions taken at faculty meetings or alterations in administrative procedures:

(1)	Section 3035.15	Board of Student Media
(2)	Section 3050.20	Procedures for Granting of Tenure and Promotion
(3)	Section 3050.29	Grievance Committee
(4)	Section 4045	Library of Foundation and Government Granting Agencies
(5)	Section 4090	Public Relations
(6)	Section 6085	Travel to Professional Meetings

The specific amendments to the Faculty Manual are attached. Please keep these with your Manual; you may wish to indicate in your Manual where changes have been made.

WCN/jas

3035.13 BOARD OF STUDENT MEDIA

As a result of action at the May, 1975 faculty meeting,this section was amended to read as follows:

3035.15 BOARD OF STUDENT (PUBLICATIONS) MEDIA

General Purpose: The College is the publisher of student publications; it provides financial suport for various student media, and the faculty is responsible for their operation. This board shall be a standing faculty committee and shall act on behalf of the faculty in formulating and reviewing policies on matters relating to student media and in overseeing their operation.

Responsibilities:

1. To elect editors and managers for specified terms and to reprimand or remove such persons for specified causes.

   a. Election and reprimand will require a majority of those present and voting.
   b. Removal will require a two-thirds vote of those present and voting; such action may be appealed to the Board of Appeals.
   c. In the matter of reprimand or removal (and also in decisions about their own budgets) the advisor and editors or managers of the media in question shall not vote.

2. To make recommendations with regard to finances, equipment and facilities for the media.

3. To provide advice and counsel to the media.

4. To make recommendations about the establishment of new or the dissolution of old student media.

Personnel:

1. Two faculty representatives, elected by the faculty
2. President of the College
3. Vice President and Dean of Students
4. The Director of Information Services
5. The Vice President and Treasurer of the College
6. The Advisor to each of the Student Media
7. The Editors and Managers of the Student Media*
8. Seven student representatives chosen by the students

Term of Office:

For elected faculty representatives, two years--one elected each year; for student representatives, one year. The editors or managers of each of the media shall choose a faculty member as an advisor; his or her term of office shall be the same as the editors' or managers'.

*If there are co-editors or co-managers of one of the student media, they shall cast no more than one vote between them.

Section 3050.20 PROCEDURES FOR THE GRANTING OF TENURE AND PROMOTION

As a result of actions at the December, 1974 and April, 1975 faculty meetings, the following paragraphs were amended to read as follows:

2. When considering a candidate for tenure, the department chairman shall solicit the opinions of all full-time members of his department who have completed at least two years of service at the College (except those holding terminal appointments) and shall report these opinions to the Dean of the College. The candidate's dossier shall also include some form of student and peer evaluation. For tenure decisions the student input into this dossier shall include essay evaluations. Responsibility for arranging this student input shall rest with a committee of three juniors and seniors in the candidate's department. The tenured members of the department shall elect the committee from among the junior and senior departmental majors, and the committee shall then elect its own chairman.

3. When considering a candidate for tenure, the chairman and at least one other tenured member of the department or division shall observe the candidate's teaching, and they shall each write a narrative evaluation of the candidate's performance to be included in the candidate's dossier. These evaluations shall make reference to student opinion of the candidate's teaching, solicited through discussion with students and student questionnaires. The candidate shall receive a copy of each written evaluation of his teaching.

4. When considering a candidate for tenure, the chairman shall ask all tenured members of the department confidentially to rank all non-tenured members of the department relative to the candidate for tenure. The ranking is done according to the sections on Standards for Faculty Evaluation (3050.04) and Tenure (3050.15).

5. The chairman shall discuss with the candidate the general nature of the material in his dossier, and shall append any other relevant data which the candidate may wish to submit.

9. The Dean of the College or the President shall interview each candidate for tenure prior to February 1. Similar interviews with candidates for promotion are optional, but they shall be held if either the candidate, the Dean of the College, or the President requests it. During this interview the candidate shall be informed, in a general way, of the contents of his dossier. In such a discussion the names of the individuals who have contributed to the dossier and the precise nature of the contribution shall remain confidential.

10a. To aid in the deliberation, the Review and Planning Committee shall appoint a subcommittee of three full professors. Prior to completing the recommendation process, this subcommittee shall meet with the Dean of the College and with the division chairmen as a group. The subcommittee shall receive from the Dean the dossiers of all candidates and shall have full access to all information submitted about the candidate, either in writing or by consultation with the candidate, professional colleagues, students, or alumni. The subcommittee shall discuss this evaluation with each candidate and with each appropriate department chairman before preparing its recommendations to the Review and Planning Committee.

3050.29 GRIEVANCE COMMITTEE

As a result of action at the December, 1974 faculty meeting, the following paragraph was amended to read as follows:

> Paragraph 9. If the complainant or the person against whom the complaint is made believes that additional information may be obtained from witnesses, either or both parties to the dispute may name witnesses who will then be called to testify; the committee may limit the number of witnesses, provided that the number is fairly divided between the parties.

4045 LIBRARY OF FOUNDATIONS AND GOVERNMENT GRANTING AGENCIES

4090 PUBLIC RELATIONS

As a result of changes in administrative procedure concerning academic grants from foundations and the federal government, the following sections are amended as follows:

> 4045 LIBRARY OF FOUNDATIONS AND GOVERMENT GRANTING AGENCIES
>
> "Within the office of the Coordinator of Academic Grants, the College maintains...."
>
> 4090 PUBLIC RELATIONS
>
> Delete the last sentence dealing with the foundations library.

6085 TRAVEL TO PROFESSIONAL MEETINGS

As a result of changes in administrative procedures, this section now reads as follows:

> 1. Approximately 85% of the faculty travel budget will be distributed to the departments on the basis of the number of persons in that department to be allocated by the department chairmen. Approximately 15% of the budget will be distributed by the Dean of the College to persons and departments with special needs in a given year.
>
> 2. The general rule will be that no department shall allocate more than $150 to any faculty member per year. Exceptions can be made at the discretion of the department chairman.
>
> 3. Departments (rather than individuals) will be permitted to carry over unused travel funds from one academic year into the next academic year, provided such funds are not carried over for more than one year. (Monies allocated for student help and departmental operations will not be transferable to the departmental faculty travel account.)
>
> 4. Except in special cases, members of the Paracollege will apply for travel funds through their regular departments and will be counted as full-time members of their department in the distribution of the funds.

5. All aplications for use of departmental travel funds must be approved in writing by the department chairman. Expense forms for such travel should be submitted to the department chairman for his signature and forwarded to the Business Office for payment, as directed on the travel expense form.

6. The College will pay air coach fare, travel from Northfield to the Minneapolis airport and return at the rate of 12 cents per mile, limousine from the destination airport to the hotel and return, hotel bills, and registration fee (maximum $15). Travel by automobile will be reimbursed at the rate of 12 cents per mile, but no individual may receive more than air coach fare to the same destination.

7. Faculty members who have special needs, such as being asked to present a paper or take leadership responsibilities at a second professional meeting, may apply directly to the Dean for assistance with travel, with the approval of the department chairman.

PREFACE

The pioneer work in compiling a Faculty Manual for St. Olaf College was undertaken by the late Dr. A. M. Holmquist, Professor of Biology. Subsequent revisions were made in 1942, 1946, 1954, 1956, 1965, 1968, 1971, 1972, and 1973.

In order to facilitate revision without reprinting the entire Manual a numerical code has here been adopted in addition to pagination. The editing of Faculty Manual revisions is the responsibility of the Review and Planning Committee working through the office of the Dean of the College. Suggestions for changes and reporting of official actions should be submitted to the chairman of the Review and Planning Committee or the Dean of the College.

September 1, 1974

FOREWORD

In order that the life and work of each of us at the College might be carried on with efficiency and with satisfaction to all concerned, the Faculty Manual has been prepared. This is a compilation of statements of College policy and practice which will be helpful guides to those who are concerned with the College program as faculty and staff members. Though the title indicates that the Manual is chiefly a source of information for members of the faculty, much of its contents will also be useful to members of the administrative staff of the College.

Although the material in the Manual is quite detailed, the reader may discover that there are questions which have not been answered. In such cases the College catalog should be consulted, and the various offices of the College are ready to provide further clarification when necessary.

The chief purpose of St. Olaf College is to provide for an academic program in which students will find the opportunity to grow and mature as persons. Our task is therefore to establish the kind of environment which will be conducive to such development in the lives of our students. It is our hope that the material in this Manual will be of assistance to each one of us as we seek to promote and to achieve the goals and the purposes of the College.

Sidney A. Rand
President

September 1, 1974

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1000 HISTORY

1005 BACKGROUND

A group of pioneer pastors and businessmen in Rice, Dakota and Goodhue counties under the leadership of the Reverend Bernt Julius Muus, the Reverend N. A. Quammen, and Harald Thorson laid the groundwork for the founding of the College in 1874. The purpose of the institution, then as now, was to offer a program of liberal studies to students preparing for careers in business, politics, the ministry, and other professions. From the beginning both men and women were enrolled. St. Olaf's School was operated as an academy until 1886, when a college department was added and the name changed to St. Olaf College. The first college class was graduated in 1890. The academy was discontinued in 1917.

Throughout its history, St. Olaf has been related to The American Lutheran Church. In 1900 the college department of the United Church Seminary was consolidated with St. Olaf, and in 1917 the college department of Red Wing Seminary was merged with St. Olaf.

Many influences have combined to make St. Olaf the institution it is today. Dedicated faculty and diligent students have built its academic reputation. The College has gained world-wide renown through its choirs and instrumental organizations. Its graduates have made their mark in the humanities and fine arts, in science, teaching, and church leadership. Originating in Norwegian immigrants' desire for higher learning, the College has made a significant contribution to American education in maintaining an academic center for the study of Scandinavian culture.

Since 1874 the College has had six presidents: The Reverend Thorbjorn N. Mohn, who was first the principal of St. Olaf's School and then the president of St. Olaf College until 1899; Dr. John N. Kildahl, 1899-1914; Dr. Lauritz A. Vigness, 1914-1918; Dr. Lars W. Boe, 1918-1942; Dr. Clemens M. Granskou, 1943-1963; and Dr. Sidney A. Rand, who became president in 1963.

1010 AFFILIATIONS

St. Olaf College is owned and operated by "St. Olaf College," a Minnesota corporation, the members of which are the delegates to the biennial convention of The American Lutheran Church, together with the members of the Board of Regents and other representatives of the College. The Church's headquarters are located at 422 South Fifth Street, Minneapolis, Minnesota 55415.

St. Olaf College is one of the twelve member institutions of the Associated Colleges of the Midwest (ACM); the other eleven are Beloit, Carleton, Coe, The Colorado College, Cornell, Grinnell, Knox, Lawrence, Macalester, Monmouth, and Ripon. These colleges are seeking in a cooperative venture to "achieve steady improvement in the quality of their educational programs through strengthening and making the best use of all of their available resources." Several programs are carried on jointly through the Association.

1015 BIBLIOGRAPHY

Our historical background gives meaning and purpose to the planning and activities of the College. In connection with our centennial observance, Dr. Joseph Shaw wrote a comprehensive history, History of St. Olaf College 1874-1974. Below is a list of additional books which will help to give perspective to our heritage:

Aasgaard, J.A.	Quarter Centennial, 1874-1899. Souvenir of St. Olaf College. 1900
Ayers, Edel	The Old Main
Benson, William C.	High on Manitou; A History of St. Olaf College, 1874-1949. 1949
Bergmann, Mrs. Leola M.	Music Master of the Middle West; The Story of F. Melius Christiansen and the St. Olaf Choir. 1944
	The Concordia Hymnal. 1934. (St. Olaf songs are found at the beginning of this collection.)
Grose, I.F.	Fifty Memorable Years at St. Olaf; marking the History of the "College on the Hill." 1925.
Hegland, Georgine Dieson	As It Was in the Beginning. 1950
Hetle, Erik	Lars Wilhelm Boe; A biography. 1949
Hilleboe, Gertrude	Manitou Analecta. 1968
Jorgenson, Theodore and Solum, Nora	Ole Edvart Rølvaag. 1939
Malmin, Rasmus	Dr. John N. Kildahl; en mindebok. . . 1921.
Mellby, Carl A.	St. Olaf College Through Fifty Years, 1874-1924. 1925
Randall, Harry	St. Olaf studenternes Norgesfaerd, 1906. 1907
Schmidt, Paul G.	My Years at St. Olaf. 1968
Simpson, Eugene E.	A History of St. Olaf Choir.
The . . .	Viking, 1904 to present (Published by the students annually)

2000 ADMINISTRATION OF THE COLLEGE

2005 PREAMBLE

The chief policy determining body of the College is the Board of Regents. Under the Articles of Incorporation and By-laws, the Board is vested with full legal, organizational and academic authority to carry on the College's program. These basic documents recognize and state that the faculty of the College is the chief policy-making body in the area of the academic program of the institution, subject only to the broader authority of the Board of Regents.

St. Olaf College is organized on the "unitary" plan of administrative structure. The President of the College is the single chief executive and is responsible to the Board of Regents for the administration of the total program of the institution.

The College is organized into four major areas: (1) Academic, (2) Business and Finance, (3) College Relations and Planning, and (4) Student Life. A chief administrative officer is in charge of each area as follows:

2010 ACADEMIC

The chief administrative officer is the Vice President and Dean of the College who is responsible to the President. The Vice President and Dean of the College is the chief administrative and executive officer of the College in the absence of the President. The Vice President and Dean of the College is responsible for the proper conduct of the instructional program of the College including the admission, promotion and graduation of students, the functioning of departments and divisions and the regular conduct of classes. He supervises and directs the work of the Registrar's Office, the Library, the International Studies Program, the Paracollege, Educational Research, the Director of Athletics, and a variety of inter-disciplinary programs. He is also responsible for recommending to the President the appointment and promotion of faculty members. He works with committees of the faculty in making studies of the academic program of the College.

2015 BUSINESS AND FINANCE

The chief administrative officer is the Vice President and Treasurer who is responsible to the President. He is responsible for the management of College property, the receipt, custody, and disbursement of funds, and the handling of the College investment and insurance programs. The Vice President and Treasurer supervises and directs the work of the Business Manager, the Financial Aids Officer, the Director of the Administrative Computer Center, the Business Office, the operation and maintenance of the College plant, and the operation of the food service and other service facilities.

2020 COLLEGE RELATIONS AND PLANNING

The chief administrative officer is the Vice President, College Relations and Planning, who is responsible to the President. College Relations and Planning includes fund raising, general public relations, publicity, and publications programs of the College, alumni and parents relations, the field work of the admissions counselors, the operation of the College radio station, and the management of College organizations on tour. This officer supervises and directs work of the administrative officers in this area. He is in charge of and directs studies relating to future needs and programs of the college. He works with faculty committees and with other administrative officers in making long-range projections of the College program including plans for facilities and campus development.

2025 STUDENT LIFE

The chief administrative officer is the Vice President and Dean of Students who is responsible to the President. He is responsible for the coordination and direction of those activities of the College pertaining to student life which are not within the regular academic program. This includes the offices of the personnel deans, the counseling services, the health service, Student activities office, the office of Career Planning and Placement, as well as relations with student officers and organizations. This officer supervises and directs the work of the administrative offices in these areas. He serves on and works with faculty committees which study and recommend policies in the area of student life and activity.

2030 THE STAFF COUNCIL

The Staff Council is composed of the President and the Vice Presidents. The Council:

a) Implements College policy in the administrative affairs of the College.

b) Provides for a sharing by its members of matters relating to each of the four administrative areas represented.

c) Is a clearing house for the mutual understanding and carrying out of administrative tasks.

The President is the chairman of the Council. The Council meets on the call of the President.

Within the above described framework the "administration" of the College functions to apply the policies of the College to the everyday activity of the institution, to facilitate this activity in whatever way possible and to see to it that recommendations are regularly placed before the Board of Regents for the improvement of the College's work.

3000 FACULTY

3005 FACULTY CONSTITUENCY AND PRIVILEGES

The faculty of St. Olaf College shall consist of all persons having academic rank and of all persons holding the following administrative positions which do not carry academic rank: President, Vice Presidents, Assistant Dean of the College, Dean of Men, Dean of Women, Registrar, Director of Admissions, College Pastor, the Chief Administrative Officer of the Paracollege and the Director of the Academic Computer Center.

Voting members of the faculty shall be those members who hold full-time appointments at the College.

Members of the present staff who do not qualify for faculty status according to the above definitions, but who as of April 14, 1969 had the voting franchise shall not be deprived of this privilege. Faculty members who acquire tenured academic rank at St. Olaf College will retain their voting privileges as long as they continue full-time service to the college.

It shall be the responsibility of the Review and Planning Committee to publish each semester a list naming those faculty members who have voting franchise. It shall be the responsibility of the Dean of the College to publish annually a list naming the members of the St. Olaf faculty.

All appointments of personnel to administrative positions which carry faculty status and voting franchise will be made in consultation with the faculty. Upon notification by the President or the Dean of the College that such an appointment is contemplated, the Review and Planning Committee will appoint a committee which will consult with the administration and formally express the faculty position on the appointment.

References: By Laws of St. Olaf College, Article IV, Section 4.03; Faculty Minutes, February 10, 1954, February 6, 1967, April 14, 1969, March 8, 1971, May 7, 1974.

3010 FACULTY ORGANIZATION

The faculty is organized on the basis of six divisions. Departments of similar interests and problems are grouped together in each division. The divisions are:

1. Fine Arts
2. Language and Literature
3. History, Philosophy and Religion
4. Applied Sciences
5. Behavioral Sciences
6. Natural Sciences and Mathematics

Full-time faculty members who do not hold appointment in a department may select a division to which they wish to belong. As members of a division, they will then have franchise in that division for the purpose of electing nominees for division chairman and committee representatives, and will themselves be eligible for election to these posts.

The divisions are both administrative and professional entities. As a professional body each selects its own president and secretary and may meet from time to time either in the homes of faculty members or in the Faculty Lounge of the St. Olaf Center of the Granskou Complex.

Members of the faculty are expected to take an active part in the activities and deliberations of the divisions.

3015 DIVISION CHAIRMEN

The Division Chairmanship is an appointive office with a three year term. As each division chairman's term expires, the division, through a process of nominating and electing, will present a slate of two or three candidates for the division chairmanship to the President of the College who will make the appointment. If a division chairman does not complete his term or goes on leave the division will again select nominees for the acting division chairmanship.

The Division Chairmen have the responsibility of coordinating academic and administrative functions within the area under their jurisdiction. They call meetings of the divisions when matters of common interest to the departments are to be discussed. The Division Chairman is an ex officio member of the Review and Planning Committee.

Specific responsibilities are as follows:

1. To coordinate academic and administrative functions within the area under his jurisdiction.

2. To call meetings of the division where matters of common interest to the departments are to be discussed and to hold annual elections.

3. To review with the chairmen of departments within his division matters concerning:

    a) Additions and modifications to curriculum
    b) Long range needs, plans and work of the departments and the division
    c) Appointment and reappointment of faculty members
    d) Salary, promotions, tenure and leave

4. To consult with and advise the Dean of the College and the President regarding the recommendations of department chairmen in his division.

3020 DEPARTMENT CHAIRMEN

The Department Chairman is appointed for a three year term by the President in consultation with the Vice President and Dean of the College and members of the Department involved.

The Department Chairmen have the primary responsibility for the proper functioning of the individual department of instruction. All recommendations of the chairman with regard to matters such as personnel, curriculum or facilities shall be made to the Dean of the College prior to referral to the President or a faculty committee for final approval where this is required. The department chairman shall consult with the divisional chairman for review and advice on department activities and on recommendations requiring administrative or faculty approval.

Specific responsibilities are as follows:

1. To guide the development of the total teaching program in the field involved, including the formulation of long-range departmental needs and curricular perspectives.

2. To encourage research and scholarly activity as a necessary source of enrichment for good teaching and to enhance the academic prestige of the individual teachers and of the department.

3. To locate new staff members, giving proper attention in their selection to demonstrated or potential teaching and research ability. See the section on Faculty Appointments.

4. To recommend promotions, salary increments and leaves of absence, evaluating teaching and research competence appropriately in making these recommendations. See the section on Personnel Policies.

5. To work with instructors in developing appropriate requests for facilities, equipment and supplies, and the secretarial and clerical assistance required for effective teaching.

6. To discover special abilities and disabilities of teachers in the department, using this information in adjusting class responsibilities and in making other assignments.

7. To counsel instructors in the field involved on their teaching problems, visiting classes when this gives promise of being a constructive way of helping the individual concerned.

3025 FACULTY MEETINGS

Faculty meetings are regularly held once a month during the regular school year. Special meetings of the faculty are held at the call of the President or the Dean of the College. Upon petition of one-third of the voting membership of the faculty, the President or his designated representative shall convene a special meeting of the faculty within ten days. Special meetings shall not be announced later than noon of the day preceding the meeting. Faculty members are expected to attend faculty meetings.

Faculty meetings shall follow predetermined rules of order and the faculty shall elect a parliamentarian. Faculty members must be present at a faculty meeting to vote on any motion presented at the meeting. Faculty members on leave may attend but shall not vote at faculty meetings during the period of their leave. If the faculty should vote to hold a referendum, then all full-time members of the faculty, including those on leave, shall have the right to vote on the referendum. At least two weeks shall elapse between the vote to hold the referendum and the counting of the ballots from the referendum. Reports of faculty committees recommended for action shall be sent to all faculty members at least seven days prior to the date of the meeting at which they are to be considered. The faculty may suspend this rule by a two-thirds majority vote.

Faculty meetings are closed to students with the following exceptions: the student body president and the editor of the student newspaper may be present at faculty meetings but may speak only by vote of the faculty; student members of faculty committees may be present at faculty meetings in which the business of their committee is being discussed but they may speak only by vote of the faculty, except that any student chairman of a faculty committee always has speaking rights at faculty meetings on business concerning that committee. It is understood that matters discussed in faculty meetings will be treated with discretion.

3030 FACULTY COMMITTEE SYSTEM

1. Committees are either standing or ad hoc.

2. All standing committees come into being or go out of existence by vote of the faculty. Each standing committee, except for the Nominating Committee, shall include student members. Student members of faculty committees, either standing or ad hoc (including Community Council) shall be enrolled as full-time students at the College.

3. Standing committees are elected at the regular April faculty meeting and at divisional meetings held after faculty elections are completed.

4. Ad hoc committees are either elected or appointed as designated at the time of their establishment. The status and membership of all such committees shall be made a matter of record with the Review and Planning Committee.

5. Members elected to faculty committees, either in division or faculty elections, must receive a majority of the votes cast in the election.

6. All voting members of the faculty are eligible to serve on committees. Prior to the regular faculty meeting in April of each school year, the Dean of the College shall supply the Nominating Committee with a list of holdover members of standing committees and vacancies to be filled.

7. A faculty member shall not serve as an elected member on more than one standing committee at the same time and it is preferred that he serve on no more than one ad hoc committee at the same time.

8. The President and the Dean of the College shall be members of all standing committees, with the exception of the Board of Student Publications on which the Dean of students shall serve instead of the Dean of the College.

9. A faculty member shall not serve more than two consecutive full terms of office on any standing committee.

10. The standing committees of the faculty are: Admissions and Academic Work, Athletics, Curriculum and Educational Policies, Nominating Committee, Board of Student Publications, and the Review and Planning Committee.

11. The Nominating Committee, in consultation with the President and the Dean of the College, will nominate faculty members for Honor Council Advisor and Minnesota Intercollegiate Athletic Conference Representative. The term of office for the Honor Council advisor is four years; for the MIAC, six years.

12. At least two of the members elected at large from the faculty to each of the Curriculum and Educational Policies Committee, Review and Planning Committee, and Community Council shall at the time of election be untenured.

13. Each standing committee shall elect its own officers. An organizational meeting shall be held and a list of the next year's officers shall be turned in to the Dean of the College before Commencement. This meeting shall be called by the past chairman. Any member of a faculty committee may serve as chairman of that committee. If a student is elected chairman, he shall have speaking rights at faculty meetings on business concerning his committee.

14. Each standing committee shall inform the faculty by means of the Campus Memo at least once a month of the major items on their schedule for committee discussion and action.

15. Each standing committee will make a written report to the faculty at the close of each school year.

16. It is recommended that students be included on ad hoc committees.

17. When a faculty member elected to a committee by the faculty resigns from the committee prior to the expiration of his term, the following procedure shall govern the naming of his replacement:

    a. If he resigns one year or more before the expiration of his term, the Nominating Committee shall nominate and the faculty shall elect his replacement in the usual manner.

    b. If he resigns less than a year before the expiration of his term, the Nominating Committee may, at its discretion, either appoint his successor or nominate persons for election by the faculty.

18. Documents presented to the faculty for a vote shall be numerically coded as to year and sequence. Longer documents presented to the faculty for a vote shall carry marginal numbers.

    a. When a document consists of a series of short paragraphs, then each paragraph shall be numbered (1,2,3, etc.).

    b. When a document contains paragraphs having more than five typewritten lines, each fifth line shall carry a marginal number (5, 10, 15, etc.).

3035 FACULTY COMMITTEES

3035.05 ADMISSIONS AND ACADEMIC WORK COMMITTEE

General Purpose: To formulate and review policies relating to admissions, academic regulations and financial aid.

Responsibilities:
1. Adjustments in academic requirements and regulations; admissions; re-admission; academic probation and dismissal status.
2. Financial aid: student scholarships and grants-in aid; when necessary, the determination of recipients.

Personnel:
1. Six faculty representatives, one from each division
2. President of the College
3. Vice President and Dean of the College
4. Dean of Men
5. Dean of Women

6. Director of Admissions
7. Director of Student Aid
8. Registrar
9. Three student representatives

Term of Office: For elected faculty representatives, two years - one faculty representative from each of three divisions elected each year.

3035:10 ATHLETIC COMMITTEE

General Purpose: To formulate and review policies relative to that phase of physical education which deals with the intercollegiate athletic program.

Responsibilities:
1. To review and recommend policy changes in intercollegiate athletic participation.
2. To review athletic schedules and present them to the faculty for approval.
3. To determine the allocation and distribution of available funds for the support of the intercollegiate athletic program.
4. To determine by committee action or faculty approval matters of a unique nature relating to conference and non-conference athletic participation.

Personnel:
1. Four faculty representatives elected at large
2. President of the College
3. Vice President and Dean of the College
4. Vice President for Business and Finance, Treasurer
5. Director of Athletics
6. Minnesota Intercollegiate Athletic Conference Faculty Representative
7. Two student representatives

Term of Office: Four elected faculty representatives, two years - two representatives to be elected each year.

3035.15 BOARD OF STUDENT PUBLICATIONS

General Purpose: The College is the publisher of student publications, and the faculty is responsible for their operation. This board shall be a standing faculty committee and shall act on behalf of the faculty in formulating and reviewing policies on matters relating to student publications and in overseeing their operation.

Responsibilities:

1. To elect editors for specified terms for each publication and to reprimand or remove such editors for specified causes.
   a. Election and reprimand will require a majority of those present and voting.
   b. Removal will require a two-thirds vote of those present and voting; such action may be appealed to the Board of Appeals.
   c. In the matter of reprimand or removal the advisor and editor of the publication in question shall not vote.
2. To make recommendations with regard to finances, equipment, and facilities for publication.
3. To provide advice and counsel to the publications.
4. To make recommendations about the establishment of new or the dissolution of old student publications.

Personnel:

1. Two faculty representatives, elected by the faculty
2. President of the College
3. Vice President and Dean of Students
4. The Director of Information Services
5. The Vice President and Treasurer of the College
6. The Advisor to each Student Publication
7. The Editor of each Student Publication*
8. Seven student representatives chosen by the students

Term of Office: For elected faculty representatives, two years - one elected each year; for student representatives, one year. Each editor shall choose a faculty member as an advisor for his publication; his term of office shall be the same as the editor's.

*If there are co-editors of a publication, they shall cast no more than one vote between them.

3035.20 CURRICULUM AND EDUCATIONAL POLICIES COMMITTEE

General Purposes: To consider and initiate plans and proposals designed to further the academic interests of the College in the light of its stated aims and objectives.

Responsibilities:

1. To recommend to the faculty desirable procedures and policies directly affecting the educational work of the College, including additions and deletions to/from course offerings, alterations in curricular/calendar design and organization of the school calendar.

2. To recommend to the faculty special curricular programs: international studies, honors, interdisciplinary, experimental and graduate.

3. To recommend to the faculty candidates for honorary degrees.

4. To act on behalf of the faculty in studying and approving summer school and interim programs. An annual report for these programs will be presented for review at a faculty meeting.

5. To act in a review and advisory capacity for matters relating to the program of teacher education.

Personnel:

1. Six faculty representatives, one from each division.
2. Four faculty representatives elected at large, of which two at time of election shall be non-tenured members of the faculty.
3. One member from the Paracollege
4. President of the College
5. Vice President and Dean of the College
6. Assistant Dean of the College
7. Dean of Students
8. Three student representatives

Term of Office: Four elected faculty representatives, two years - one faculty representative from each of three divisions and two faculty representatives at large elected each year.

3035.25 NOMINATING COMMITTEE

General Purpose: To serve as the faculty Nominating Committee.

Responsibilities:
1. Serve as Nominating Committee for faculty elections and ad hoc representatives. The committee seeks suggestions for nominations from departments.
2. For responsibilities for selecting a Hearing Committee and an ad hoc Grievance Committee, see 3050.23 and 3050.29.

Personnel:
1. Six faculty representatives, one from each division.
2. The President of the College.
3. The Vice President and Dean of the College.

Term of Office: Faculty members are elected to two year terms, three representatives per year.

3035.30 REVIEW AND PLANNING COMMITTEE

General Purpose: To consider, propose and review plans and policies pertaining to college governance, faculty personnel, college planning, budget and related areas.

Responsibilities:
1. To make recommendations on college governance.
2. To propose salary schedules and fringe benefit plans.
3. To recommend policy and action on promotion, tenure, and leaves.
4. To consider all matters relating to the professional and personal welfare of the faculty.
5. To review and participate in short- and long-range planning and development of the college.
6. To review and make recommendations on the annual college budget.

Organization:
1. The committee shall establish subcommittees and may invite student membership on subcommittees.
2. The committee shall report to the faculty in the usual manner except that the Review and Planning Committee respects the confidentiality of personnel matters.

Personnel:
1. Six faculty representatives elected at large, of which two at a time of election shall be non-tenured.
2. One representative from the Paracollege
3. The six division chairmen
4. The President and four Vice Presidents
5. Assistant Dean of the College
6. Three students

Term of Office: Faculty representatives, at large, are elected for three year terms, two members elected each year. Representatives can serve no more than two consecutive full terms. Student members shall be selected in accordance with student policy governing committee election or appointment.

3036 BOARD OF REGENTS COMMITTEE

3036.05 REGENTS-FACULTY CONFERENCE COMMITTEE

The Regents-Faculty Conference Committee is composed of five members of the Board of Regents elected annually by the Board and including the Chairman or Vice-Chairman of the Board and the President of the College, and five members of the faculty elected annually by the faculty. The Committee is a committee of the Board of Regents.

The purpose of the Committee shall be to provide a way by which, on a regular basis, representatives of the Board of Regents and the faculty may discuss together matters of mutual concern regarding the College. The Committee does not replace other faculty, administration or board functions and prerogatives. It does not legislate or otherwise determine College policy. It may, as a result of its deliberations, direct recommendations either to the faculty or to the board for consideration and action.

The following ground rules govern the work of the Committee:

1. The committee shall ordinarily meet twice a year. It may meet more or less frequently by common consent.

2. The committee shall meet at the call of the Chairman or Vice-Chairman of the Board of Regents, who shall be chairman of the committee, or a member of the committee designated by him.

3. The committee shall choose its own recorder. The chairman shall preside over meetings of the committee. The recorder shall keep any record of committee deliberations which the committee shall direct and shall be responsible for communicating suggestions and recommendations of the committee to the faculty or the board when directed to do so by the committee.

4. Topics for discussion at committee meetings will normally be announced to members prior to the meeting either by the chairman of the committee or by the President of the College.

3037 ALL COLLEGE ORGANIZATIONS

3037.05 COMMUNITY COUNCIL

General Purpose: To formulate and review policies that order and regulate student life exclusive of academic work. The Council also has jurisdiction over certain public functions.

Responsibilities: To represent the college in formulating policies in the following areas:

a. Student organizations and political expression.
b. Regulations concerning student behavior, housing, residential life, and cars.
c. Freshman orientation.
d. Artists series.
e. Convocations.

Procedure: When the recommendations of the Community Council concern a change of policy, the President of the College shall be responsible for forwarding the matter to the Regents. The authority delegated by the faculty to the Community Council may be recalled at any time.

Personnel:

1. Nineteen students
   a. One representative from each of the ten residence halls.
   b. Student Body President.
   c. One representative from students living off campus.
   d. Four students chosen by a petition which will assure that different student ideologies or points of view are represented. These selections are supervised by the Dean of Students.
   e. Three students elected at large.

2. Thirteen faculty members (faculty members on any judicial body are ineligible). Two year terms.
   a. Six members representing the six divisions (one per division), serving on a staggered basis.
   b. Six members elected at large, of which two shall at time of election be non-tenured.
   c. One from the Paracollege.

3. Five members from the Administration
   a. Vice President and Dean of Students
   b. Dean of Women
   c. Dean of Men
   d. Two members appointed by the President of the College

4. The College Pastor

5. The President and the Vice President and Dean of the College shall be advisory members of the Council.

6. The Alumni Association, the Parents Organization, and other components of the College may send advisory representatives to the Community Assembly.

3037.10 COLLEGE JUDICIARY

General Purpose: The College Judiciary is established to hear all cases arising out of infractions of policy on Demonstrations, and other infractions which are of sufficient consequence to warrant the concern of the entire College.

Personnel:
1. Three members from the faculty.
2. One male member and one female member of the All Campus Judiciary Council.
3. One male and one female St. Olaf student (in addition to those authorized by Section 2).
4. The Dean of Students or his designated representative and one other representative designated by the Dean of Students from among the administrative officers of the College (excluding the President and the Dean of the College).

Term of Office: Two of the faculty members will be elected for staggered two-year terms. The third member will be elected annually for a one-year term.

For a more complete statement on the College Judiciary, see The Student Handbook.

3037.15 ST. OLAF COLLEGE APPEALS BOARD

General Purpose: The St. Olaf College Appeals Board is established to insure that the requirements of appeal and procedural due process in student disciplinary proceedings will be fulfilled by the College and followed by the students. The St. Olaf College Appeals Board has appellate jurisdiction over cases appealed by defendants from the College Judiciary, Honor Council, All Campus Judiciary Council and administrative hearings, and may hear appeals from defendants who have exhausted other avenues of appeal for redress from alleged violations of their right to due process.

Personnel:

1. Four members from the faculty
2. Two full-time students
3. The Dean of Students or his designated representative

Terms of Office: The four faculty members are elected for two year terms, two members elected each year. No faculty member on the Appeals Board shall also serve on the College Judiciary.

For a more complete statement on the St. Olaf College Appeals Board, see The Student Handbook.

3040 ACALEMIC PROCEDURES

3040.05 ATTENDANCE--TEACHERS

A teacher is expected to meet his classes in adherence to the college schedule. If a teacher must be absent from his classes, notices shall, if at all possible, be given in advance to the department chairman who in turn notifies the Dean of the College.

A teacher is expected to post his conference hours. Because of student conflicts with their own classes and labs, teachers are asked to schedule their conference hours at such times that they can be readily available to their students and advisees.

3040.10 ACADEMIC ADVISERS

Members of the faculty are selected by the Dean of the College, the department chairman, and the Registrar to advise students concerning their academic work. The adviser's counsel and signature are required before the student programs are approved or consideration given to requests for changes or modifications in their academic work.

3040.15 ACADEMIC PROCESSION

Members of the faculty are required to appear in cap and gown to form an academic procession at certain College events. These are usually the convocation at the beginning of each school year, Honors Day, and the Commencement exercises.

3040.20 ATTENDANCE--STUDENTS

Teachers shall check attendance in their classes each day. Class record books may be obtained from the College Bookstore without charge.

Class attendance may be optional or required at the discretion of the instructor. Each instructor's policy should be clearly stated at the beginning of the course. It should be understood that irregular attendance becomes the concern of the College, absence from class representing an academic loss. Excessive or prolonged absences must be reported by the teachers to the Dean of Men or the Dean of Women.

3040.25 AUDITORS

Registered students may audit courses, with no fee or charge, after securing the permission of the instructor. Requests for auditing may be denied by the instructor if conditions warrant. A student may audit more than one course at the same time, and may audit courses through an entire term and/or audit individual lectures in various courses. The following special regulations must be observed by auditors: auditors are excluded from laboratory and/or studio participation, may not participate in class discussion unless specifically invited to do so, may not take examinations in course audited, and the instructor shall in no way modify his procedure for the benefit of the auditor.

3040.30 CATALOGS

The College Catalog is an annual issue in the St. Olaf College Bulletin series. Copies may be obtained in the office of the Registrar. The Catalog is an official college publication and should be carefully studied.

Department chairmen, administrative officers and others responsible for catalog copy will receive requests for such copy together with necessary deadlines from the catalog editors. Please observe each of the deadlines as any deviation from them will delay publication of the catalog.

Copies of the catalogs of other colleges and universities are available for use in the Registrar's Office and in the Library. Copies may not be removed from the Registrar's Office.

3040.35 CLASS CARDS - REGISTRATION AND WITHDRAWAL FROM COURSES

Soon after classes begin the Registrar's Office issues class lists to the teachers for the students officially registered for their courses. If there are discrepancies between class lists and students in attendance, such errors must be reported to the Registrar's Office in order that corrections can be made.

After a student has registered, he is considered enrolled in all classes recorded on his official registration card. Necessary changes to eliminate conflicts and correct evident mistakes in registration will be permitted during the first three weeks of the semester upon the written approval of the adviser and the teachers concerned. A blank form for this purpose may be obtained in the Registrar's Office. After the beginning of the fourth week no change in registration will be permitted except upon petition to and favorable action by the Committee on Admissions and Student Academic Work.

If permission to add or drop a subject has been granted, the student must go to the Registrar's Office to make necessary changes. No change in registration takes effect until it has been entered on the registration card in the Registrar's Office and notice thereof issued to the teachers concerned via campus mail. An unauthorized withdrawal results in a failure in the course, not an incomplete.

After the necessary changes and corrections have been made, revised class lists are distributed. The instructor should check the enrollment carefully. If the teacher has a student listed but who has dropped class and the teacher has not received a withdrawal notice for him, the student is still registered; in such cases the teacher must inform the Dean of Men or Dean of Women of the absences and if a withdrawal is to be issued, the student will be instructed to follow the proper procedures.

Any approved withdrawals--exact deadline is indicated in the current catalog--will be marked "W" on the pink withdrawal notice sent to the instructor by the Registrar. Revised class lists are prepared for the instructors before each grading period.

3040.40 CLASS AND ROOM SCHEDULE

The printed class schedule for the semester is available to faculty and students at the time of each registration. Additional copies may be obtained in the Registrar's Office. No deviations from the class schedule are permitted without authorization of the Dean of the College.

3040.41 EVENING CLASSES

1. Evening classes may be offered on Monday and Thursday between the hours of 7 and 10 p.m. Any sequence of three hours may be selected for a course within this six hour block of time but times must be listed on the registration schedule and they shall not be changed after the semester has begun. No other days of the week or other time periods will be sanctioned.

   A wide variety of class periods are possible such as: Mon. 7-10 p.m.; Thurs. 7-10 p.m.; Mon. 7-8 p.m.; Thurs. 7-9 p.m.; Mon. 7-8:30 p.m.; Thurs. 7-8:30 p.m.; Mon. 8:30-10 p.m.; Thurs. 7-8:30 p.m.

2. No department is required to offer such classes.

3. The number of evening classes is limited to two per semester per department.

4. All courses proposed for evening shall be approved by the Dean of the College.

3040.45 CURRICULUM REGULATIONS AND REQUIREMENTS

Deviations from the curriculum regulations and degree requirements set up by the faculty can be made only by permission of the Committee on Admissions and Student Academic Work. Requests by the student for such modifications or special arrangements must be made to the Committee on a petition form available in the Office of the Registrar. The Committee meets each Monday afternoon, and petitioners must call at the Registrar's Office the following day for information concerning action taken on petitions.

3040.50 EXAMINATIONS

All examinations and tests are conducted under the Honor System (see Honor System Constitution). As a matter of general practice, the teacher should give students one week's advance notice for full-period examinations.

Special examination booklets may be secured by the teacher from the College Bookstore. "Blue books" are used for the longer tests and final examinations; "white books" for the shorter tests.

If tests are duplicated, the Honor Pledge must be printed in full on the answer sheet.

FINAL EXAMINATIONS: A teacher should formulate examinations so that an average student can complete them in two hours; a limit of 2½ hours should be set for the completion of the examination by all students.

Absence from a required final examination should be reported immediately to the Dean of Men or the Dean of Women. A student who is absent from a required final examination, unless excused by the Dean of Men or Dean of Women, receives the grade "F" for the course.

FINAL EXAMINATION WEEK: College policy for final examination week shall be:

1. that each faculty member shall make use of the final exam week to gather new evidence reflecting the total learning experience in each of his or her courses.

2. that this evidence shall be evaluated as a means of determining the overall accomplishments of all students registered in courses, both in regard to the quantity and quality of their learning.

3. that in-class final examinations must be given during final exam week as scheduled.

4. that take-home exams or papers substituting for a final examination must be due on the day scheduled for the final exam.

5. that faculty members be encouraged to suggest a time-limit for take-home exams.

6. that the Dean of the College may in rare cases approve alternate means of accomplishing the same objective.

PRINTING OF EXAMINATIONS: In order to have all examinations duplicated as quickly and efficiently as possible, the Print Shop requests that teachers abide by the following suggestions:

1. Check the examination in at the Print Shop, lower floor of Administration Building during the hours 8:30 - 12:00 Noon, and 1:00 - 5:00 p.m. Please indicate the date when the examination shall be given as well as the date when it will be called for.

2. Do not send the examination with a student nor have a student pick it up.

3. All examinations should be prepared on a stencil. (Do not type stencils on portable typewriters.)

4. For examinations under 100 copies, use Ditto stencils. Only new stencils should be used since stencils more than three months old may produce poor duplicating results. Where more than 100 copies are needed, Multilith stencils are used together with a Multilith ribbon.

All forms of printing pertinent to the instructional program may be requisitioned through the Print Shop.

3040.55 GRADES AND GRADING SYSTEM

MID-SEMESTER GRADES are to be submitted to the Registrar's Office for all freshmen registered in Level I courses in the first semester. The due date is given in the current catalog. No mid-semester grades are submitted for the second semester.

SEMESTER AND INTERIM GRADES: The faculty is notified each term of the dates on which final grades are due. At the close of the second semester, grades for seniors must be at the Registrar's Office 24 hours after the completion of each examination. Final grade cards, signed by the teacher, must be brought to the Registrar's Office by the instructor in person.

Final grades are designated by the letters A, excellent; B, very good; C, satisfactory; D, poor; F, failure; P, pass (C- or higher); N, no credit (D or F). An incomplete is a temporary mark denoted by the letter I. Withdrawals are indicated by W.

The option of a Pass-No Credit system of grading is in effect, with the following provisions: a course may be converted from Pass-No Credit to a graded basis or from graded to Pass-No Credit within the first three weeks of a semester and within three days after the beginning of the Interim; neither Pass nor No Credit grades count in the grade point average; an average grade of C (2:00) must be attained to graduate. There is no indication of Pass-No Credit registration on class lists or class cards furnished to the faculty.

A department, with the permission of the Dean of the College, may offer selected courses or course sections on an exclusively Pass-No Credit basis. A Pass-No Credit registration would be mandatory for a student enrolling in a course so designated.

For the purpose of averaging grades the following numerical values are assigned to each of the above grades: A or A+, 4 grade points per course; A-, 3.7; B+, 3.3; B, 3; B-, 2.7; C+, 2.3; C, 2; C-, 1.7; D+, 1.3; D, 1; D-, 0.7; and F, .0.

The grade point average is based upon final grades for all work done at St. Olaf, whether or not credit is earned. Credit and grade points for work transferred from other schools are not counted in determining the grade point average. The grade point average does not include the grade of F.

An incomplete grade, denoting that a part of the work of the course has not been finished, can be given only upon authorization of the Dean of the College, Dean of Men, or Dean of Women. Unless such work is completed by the date designated by the dean, it becomes a failure. An incomplete is usually granted only on grounds of physical or mental disability.

The College reserves the right at any time to dismiss any student who is not making normal progress in his academic work. Academic status of students who are not making normal progress toward graduation will be determined on the basis of grades earned the first semester, the second semester, and the summer session. Freshmen with a cumulative grade point average of 1.45 or below at the end of the school year will be placed on Academic Dismissal status, or with an average of 1.46 to 1.80 on Academic Probation. The minimum average required for continuing as a student at St. Olaf rises rapidly in succeeding years. Students whose work improves and who raise their average to 2.00 are taken off Probation and return to Good Standing.

3040.60 CREDIT BY SPECIAL EXAMINATION

A resident student may earn credit for work done outside of class by taking a special examination, upon approval of the adviser, the department chairman, the Dean of the College and the Registrar. A grade of C- or better must be earned. The grade is included in the computation of the grade point average.

A resident student may validate credit for courses taken in a non-accredited institution, or not otherwise transferable, by taking a special examination , upon approval of the adviser, the department chairman, and the Registrar. An official transcript must be presented, and a grade of C- or better earned on the examination. The grade is not included in the computation of the grade point average.

Fees are charged for special examinations and the supervising faculty member is paid a portion of the fee.

3040.61 CLEP

The college level examination program (CLEP) is a device for awarding credit to students who seek an evaluation of independent study in a traditional and standard course program. About 15-20 such courses can be tested through CLEP examinations. The objective part of the test is graded by ETS, and the essay part is sent to St. Olaf College to be graded by the department. Our departments set their own standards for the objective percentile for which course credit will be granted. Final approval depends on satisfactory performance on the essay test. The grade in these courses is on a pass/no credit basis. Only if credit is given is an entry made on the student's academic record.

3040.65 POLICY REGARDING STUDENT ACADEMIC RECORDS AND TRANSCRIPTS

STUDENT RECORDS: A permanent record or file of academic information is maintained by the college in the interest of its students and graduates.

The Registrar is responsible for the maintenance of accurate and readily available student academic records, and for the wise use and release of information from these records. The welfare of the student is the major consideration, and the responsibility toward other educational, business or governmental agencies is recognized.

The following policy has been in effect for several years:

1. Official transcripts are issued only upon the request of the student himself. They are issued to him personally or to whomever he designates.

2. Unofficial copies of the student's academic record or academic information are issued to:

   a. the student (with registration appointment)

   b. the adviser (at time of September registration and end of each term)

   c. the Dean of Men and Dean of Women (each summer and end of each term)

   d. the Education Department for those students who have applied to the Teacher Education Program

   e. the pastor or counselor (upon request via Personnel Deans)

   f. the Office of Career Planning and Placement for students registered with the office

   g. the departments for their files on majors

   h. those faculty members responsible for selection of candidates for Rhodes, Danforth, Wilson, Marshall, etc., scholardhips

   i. Phi Beta Kappa for selection of membership

   j. the Admissions Office (GPA for follow-up studies)

   k. individual teachers for recommendations and counselling purposes

   l. the Office of International Study for applicants for foreign study

   m. the Financial Aid Office for granting and renewal of scholarships and aid

   n. educational institutions (high schools and junior colleges) for their self-evaluation, etc.

   --all with the understanding that the copies will be destroyed after they have been replaced or updated or have served their purpose, and

   --with the understanding that only "public" information be released from the records, and

   --with the understanding that the copies never be Xeroxed or reproduced for other uses.

3. Public information, such as dates of attendance, place and date of birth, names of parents and home address, campus address, verification of degree including honors, previous schools attended, etc., is upon request, given to:

   a. FBI, Civil Service, Peace Corps, Armed Services, Intelligence, etc., for security clearance or promotions

   b. business firms, for possible employment

   c. scholarship donors (such as PEO, Tozer, local church or business benefactors, etc.)

   Confidential information, such as grades, rank in class, GPA, academic status, etc., is given to the above firms or agencies only with written consent of student.

   The faculty, in the capacity of adviser, department head, or teacher, is frequently called upon to supply information in behalf of the student, directly to institutions or agencies, as are the administrative offices. College officials and faculty members use their discretion in making a general assessment of a student's academic ability and an evaluation of his character and personality.

4. Disciplinary Action: Academic and disciplinary records are separate. The information regarding disciplinary action is retained by and available to only the office initiating the action, except when it affects the student's eligibility to remain in college or to re-register.

5. Exceptions to Stated Policy: Any student who objects to the release of information regarding his record in accordance with the above policy should notify the Registrar's Office in writing, and notice to that effect will be entered on his permanent record.

TRANSCRIPTS: A St. Olaf transcript is a copy of the complete, unabridged educational record, without omissions, of a student who has been or is currently enrolled at St. Olaf College. An official transcript is distinguished from an unofficial copy of the student's record in that the official transcript carries the signature of the Registrar or Assistant Registrar and bears the seal of St. Olaf College.

As far as possible, transcripts are issued the same day or the day following receipt of the transcript request. During periods of registration, changes in registration, grading periods, and Commencement, the office staff has to devote full time to such activities, the records are necessarily incomplete, and the status of students is pending; consequently, a longer time is then required for the issuance of transcripts.

The first transcript is issued without charge; after that the charge is $2.00 per copy. Supplemental transcripts are not issued. Each transcript is a copy of the student's complete record, issued only upon his request.

3040.70 TEACHER AND COURSE EVALUATION FORMS

The faculty has approved the use of student evaluations. Forms are distributed to the faculty through the office of the Dean of the College.

Forms for use by departmental chairmen in evaluating the work of members of the department are supplied by the Dean of the College. Such forms are completed by the chairmen and returned to the Dean.

3050 PERSONNEL POLICIES

It is the policy of the Board of Regents of St. Olaf College to provide equal employment opportunity for all employees and applicants regardless of race, color, sex, or national origin. This is a reaffirmation of previous policy as well as a plan to develop and improve the general employment position of women and minority group persons in this institution. A part of this program will be to develop a work force which reflects proportional distribution of minority group members at all levels of employment and throughout all departments of the College and to give active support to local community and national action programs for equal opportunities in training and employment.

3050.01 FACULTY ETHICS

The faculty member recognizes his ethical responsibility to his subject, his students, his professional colleagues, St. Olaf College, and the wider community. Guided by a deep conviction of the worth and dignity of his service to the advancement of knowledge, he recognizes the special responsibilities placed upon him. He accepts the obligation to exercise critical self-discipline and judgment in gathering information, in using it, and in transmitting it. His ethical responsibilities are exercised within a college community in which relationships must be based upon mutual trust and consideration for all members within that community.

A venerable tradition supports the idea of a statement in which a profession defines its highest ideals of conduct. This statement testifies to the academic profession's insistence on essential self-government and its acceptance of the responsibilities which accompany this right.

1. The faculty member's responsibility to his subject is to seek and to state the truth in that subject as he sees it. To this end, he devotes his energies to developing and improving his scholarly competence. He practices intellectual honesty. He avoids conflicts of interest that may restrict his freedom of inquiry and teaching.

2. The faculty member's responsibility to his students is to teach them according to the best scholarly standards of his discipline. By rigorous self-scrutiny, by fairness and courtesy, and by attention to the details of his professional conduct, he strives for a deportment that will invite respect for himself and for his profession. In his teaching, he maintains an atmosphere of free and unhampered inquiry, and he encourages independence and originality of thought. He avoids any exploitation of students for his private advantage and acknowledges significant assistance from them. He protests their academic freedom.

3. The faculty member's obligations to his professional colleagues derive from common membership in the community of scholars. He seeks to be magnanimous in his diverse relations with colleagues. In the exchange of criticism and ideas, he shows respect for the opinions of others. He acknowledges his academic debts; his professional judgments

of colleagues are impartial; he accepts his share of faculty responsibilities for the governance of his institution; and he supports the academic freedom of his colleagues.

4. The faculty member's chief obligation to his own institution is to be an effective teacher and scholar. He observes the stated rules and regulations of the institution, yet guards vigorously his right of criticism. When he speaks or acts as a private person, he avoids creating the impression that he speaks or acts for the college. He determines the amount and character of the work he does outside the college with due regard to his paramount responsibilities within the institution. When considering the interruption or termination of his service, he weighs the effect of his decision upon the program of the college.

5. The faculty member's obligation to the community, like his right within the community, cannot be less than those of any citizen. By virtue of his special knowledge and his position as educator, his obligations may be more. He measures the urgency to these obligations in the light of his responsibilities to his subject, to his students, and to his institution. As a citizen engaged in a profession that depends upon freedom for its health and integrity, the professor has a particular obligation to promote conditions of free inquiry and to further, in the civil community, the understanding of academic freedom.

These statements are declarations which not only express the ideals of the profession of teaching generally, but are also in accord with the aims and objectives of St. Olaf College as an institution of the Christian Church.

3050.02 ACADEMIC FREEDOM

Institutions of higher education are conducted for the common good and not to further the interest of either the individual teacher or the institution as a whole. The common good depends upon the free search for truth and its free exposition.

Academic freedom is essential to these purposes and applies to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in teaching is fundamental for the protection of the rights of the teacher and of the student for freedom in learning. It carries with it duties correlative with rights.

1. It is the duty of the institution to recognize the right and full exercise of academic freedom on the part of its members.

2. The faculty member is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his other academic duties, the requirements of law, and the recognized standards of his profession. Research for pecuniary return shall be based upon an understanding with the authorities of the institution.

3. The teacher is entitled to freedom in the classroom in discussing his subject.

4. The college teacher is a citizen, a member of a learned profession, and a member of a particular educational institution. When he speaks or writes as a citizen, he should be free from institutional censorship or discipline, but his special position in the community imposes special obligations. As a member of a learned profession and a particular college, he should remember that the public may judge his profession and his institution by his utterances. Hence he should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he is not an institutional spokesman.

All members of the St. Olaf faculty shall have full academic freedom.

3050.03 FACULTY STAFFING PLAN

The Dean of the College, in consultation with the department and division chairmen, the directors of special programs, and the Senior Tutor of the Paracollege, shall be responsible for preparing a Faculty Staffing Plan.

1. The Faculty Staffing Plan should take into account such factors as the goals of the college, expected enrollment, allocation of resources, program changes, departmental goals, and availability of personnel.

2. In general, the Faculty Staffing Plan should aim at the following objectives:

   a. Long-range continuity and balance in faculty competence.

   b. Opportunities for junior-faculty appointments and tenure.

   c. Assurance of sufficient flexibility to allow the college to undertake new programs and to expand or contract in response to changes in student interest, student body size, or other contingencies without being forced to terminate tenured personnel.

   d. Assurance of consideration for such factors as graduate school backgrounds, areas of specialization, retirement plans, and staff development.

   e. Compliance with federal Affirmative Action guidelines.

3. All full-time members of departments should be involved in the departmental planning upon which the Faculty Staffing Plan is based.

4. The Faculty Staffing Plan should be reviewed annually by the Review and Planning Committee.

5. The Faculty Staffing Plan shall be made available to all members of the faculty.

3050.04 STANDARDS FOR FACULTY EVALUATION

St. Olaf College seeks to attract and retain a distinctive and competent faculty expert in the liberal disciplines and committed to undergraduate teaching in a Christian context. While the college gives primary emphasis to effective undergraduate instruction, it holds that high quality teaching is inseparable from scholarly and creative effort, and it expects that members of its faculty will ground their teaching in research, scholarship, and creative activity. It further expects that members of its faculty will be concerned with the religious and moral dimensions of life and learning. While there are no sectarian requirements for tenure nor sectarian limits on what can be expressed or taught, it is basic to the identity of the college that its faculty consist of persons who take seriously questions concerning the relation of religion to learning and who consider their work and the work of the college in the light of such questions.

In order to articulate, in the light of this general conception of the kind of faculty the college wishes to have, the standards by which members of the faculty will be judged, certain criteria are set forth below to illustrate the college's values and priorities. These criteria shall be applied within the context of the welfare and goals of the college as a liberal arts institution and as a college of the Christian Church.

The following criteria for judgment are qualitative standards in terms of which candidates will be evaluated. The goal in applying the criteria is distinction as well as competence. The three areas of criteria are listed in descending order of priority, and the third area is distinctly subordinate to the first two. Within each area the specific criteria are to be understood as together being standards for measurement of the area of which each is a part, and the list in each area is in a descending order of priority. These criteria are neither inclusive nor exclusive, nor is their priority binding with equal force in all disciplines; exceptions may be justified by unusual circumstances, and the listing of these criteria shall in no way preclude a warranted exception.

1. Effective teaching

   a. Extent of mastery of subject matter.

   b. Ability to stimulate the intellectual development of students in the area of one's own discipline; effectiveness in communicating the skills, methods, and intellectual content appropriate to one's discipline.

   c. Effectiveness in classroom teaching, in informal academic contact with students, in supervision of tutorials and independent study, in advising students on their academic programs, and in evaluation of student work.

   d. Demonstrated concern for the role of one's discipline in liberal education, for its relationship to other intellectual perspectives, and, where appropriate, for its bearing on questions with moral, social, and religious dimensions.

e. Ability to relate professional goals to the needs and goals of one's students as whole persons.

2. Significant professional activity

   a. Excellence and extent of public professional activity (publications, lectures, performances, exhibitions, leadership in professional organizations, etc.); other evidence of research, scholarship, and creative activity.

   b. Ability to relate scholarship, research, and creative activity to effective teaching.

   c. Success in stimulating the intellectual development of one's colleagues.

3. Other contributions to the purposes of the college

   a. Contributions to department and college planning and administration.

   b. Contributions to the life of the college as a community and leadership in achieving the goals of the college.

   c. Contributions to extending the resources of the college to the wider community.

3050.05 DEPARTMENTAL APPOINTMENTS

Appointments to the St. Olaf faculty may be made in departments or in special academic units. Appointments to departments shall be made according to the following procedures; appointments to special academic units shall parallel the procedures prescribed for departments, subject to appropriate interpretations (3050.06).

1. The department chairman, in cooperation with the Dean of the College, shall secure information about available candidates in order to evaluate their professional competence and effectiveness, publications and other evidence of scholarly achievement, working habits, and attitude toward the liberal arts and the Christian religion.

2. The chairman of the department concerned shall discuss the candidate(s) with those full-time members of his own department presently on campus who have completed at least two years of service at the college, except those holding terminal appointments.

3. Credentials of the candidate(s) selected by the department chairman for consideration shall be reviewed by the division chairman and the Dean of the College.

4. The candidate(s) selected for consideration by the department chairman and the Dean of the College shall normally come to the college at the expense of the college to be interviewed by the department chairman, the division chairman, the Dean of the College, and the President. If the candidate visits the campus, the department chairman shall attempt to arrange for him to meet other members of the campus community.

5. A department chairman who desires to recommend a candidate for appointment shall discuss his recommendation with his division chairman and shall present his recommendation, together with the recommendations of the members of his department, to the Dean of the College. The division chairman shall advise the Dean of the College concerning the appointment, and the Dean of the College shall subsequently make his recommendation to the President. If the President decides to make an offer of appointment, he shall then write a letter to the candidate stating rank, salary, and duties and requesting the candidate if he wishes to accept the appointment to submit a letter of acceptance and written evidence of having completed a satisfactory medical examination.

6. Non-tenured faculty may be appointed for terms of 1, 2, or 3 years.

7. The precise terms and conditions of every appointment shall be stated in writing and be in the possession of both St. Olaf College and the faculty member before the appointment is consummated.

8. The following statement of qualification for the various ranks shall serve as a guide to department chairmen, division chairmen, the Dean of the College, and the President in making new appointments to the faculty.

a. Instructor

M.A. degree or the equivalent. Experience preferred. (It is highly desirable that candidates have had previous educational experience, either in actual teaching situations or in pre-service experience acquainting them with the best educational procedures.)

b. Assistant Professor

Minimum: M.A. degree or the equivalent; doctoral degree preferred. Three years of full-time college teaching experience as instructor or above is recommended.

c. Associate Professor

Ph.D. or equivalent academic competence. Three years of full-time college teaching as instructor or above, plus three additional years of full-time college teaching, research, administration, or equivalent experience beyond the Ph.D. degree.

d. Professor

Ph.D. or equivalent academic competence. Five years of full-time college teaching as instructor or above, plus five additional years of full-time college teaching, research, administration, or equivalent experience beyond the Ph.D. degree.

3050.06 SPECIAL APPOINTMENTS

When an appointment is made to a special academic unit--namely, the library, the academic computer center, the paracollege, or an interdepartmental program--the procedures governing appointment, reappointment, salary, tenure, and promotion decisions shall parallel those prescribed for faculty holding regular appointments in the departments of the college, subject to the following special interpretations:

1. The heads of the appropriate units--namely, the librarian, the director of the academic computer center, the senior tutor of the paracollege, and the directors of interdepartmental programs--shall bear the responsibility and authority assigned in these procedures to department chairmen, except that they shall ordinarily report directly to the Dean of the College rather than through a division chairman.

2. The criteria for evaluation of faculty shall apply even to those members of the faculty not primarily engaged in classroom instruction, but in such cases they shall be interpreted in the light of the assigned duties.

3. Special appointments shall be made to the Paracollege only in those areas in which the regular college has no department and shall not be made simply to circumvent departmental approval.

3050.07 JOINT APPOINTMENTS

A member of the St. Olaf faculty may hold a joint appointment in two (or more) academic units of the college.

1. In all cases of joint appointment, responsibility for appointment, reappointment, salary, tenure, and promotion recommendations shall be shared by the units involved in the joint appointment. In each such case, the heads of the appropriate units (e.g., department chairman, Senior Tutor of the Paracollege, director of an interdepartmental program) shall bear the responsibility and authority assigned to department chairmen in Personnel Policies (3050). In the case of appointments, the heads of the appropriate academic units, in consultation with the Dean of the College, shall be responsible for negotiating agreement on the nature of the joint appointment, the qualifications of the candidates, and the procedure for recruitment and interview.

2. The heads of academic units involved in a joint appointment shall confer in advance of the appropriate deadlines concerning proposed recommendations on appointment, reappointment, salary, tenure, and promotion. In any case where they fail to agree, they shall send their differing recommendations to the Dean of the College.

   a. If the disagreement concerns a recommendation for appointment or reappointment, no appointment or reappointment shall be made unless the President, after consultation with heads of the appropriate units, the division chairman, and the Dean of the College, decides to appoint or reappoint.

   b. If the disagreement concerns salary, the President shall decide after consultation with the Dean of the College.

   c. If the disagreement concerns a recommendation for tenure or promotion, the differing recommendations shall be forwarded by the Dean of the College to the appropriate faculty committee.

3. Neither assignment to teach courses in a department nor membership in the core faculty of interdepartmental programs shall necessarily entail joint appointment with that department or program.

4. Full-time faculty members holding joint appointment shall be included among those faculty who are consulted on personnel decisions (as specified in Section 3050) in each of the units to which they are appointed.

3050.10 REAPPOINTMENTS

1. Written notice of reappointment or non-reappointment shall be sent to all non-tenured full-time faculty; this notice may, in some cases, be included in the letter of appointment. Notice shall be sent to those in their first year of service prior to March 1 of their first year; to those in their second year of service prior to December 15 of their second year; and those who have completed two years of service at least one year in advance of its effective date.

2. At least thirty days prior to the appropriate notice deadlines stated above, the chairman of each department shall submit to the Dean of the College recommendations concerning reappointment or non-reappointment of non-tenured faculty. Before doing so, he shall consult with the individual involved, with the full-time members of his department who have completed at least two years of service at the college (except those holding terminal appointments), and with the division chairman. Such recommendations must be supported by written evaluation based on the Faculty Staffing Plan (3050.03) and the Standards for Faculty Evaluation (3050.04).

3. The precise terms and conditions of every reappointment shall be stated in writing and be in the possession of both St. Olaf College and the faculty member before the reappointment is consummated.

4. A faculty member who does not have a terminal appointment and who is not recommended for reappointment, if he so requests, shall be given an explanation of the action in an informal conference with the department chairman or the Dean of the College and, if he requests, shall be given a statement of reasons in writing.

3050.12 SALARY

The major purpose of the salary policy shall be to maintain a professional staff engaged in teaching and research and to establish salaries in an equitable manner. The President recommends a salary schedule to the Board of Regents. Salaries are normally based on a service period of nine months.

The procedure for establishing the annual salary schedule and individual salaries is as follows:

1. The Review and Planning Committee shall prepare a proposed salary schedule by rank and present it to the Dean of the College by December 1.

2. The President and the Dean shall review the proposal and establish a salary schedule indicating the average salary to be paid in each rank for the next academic year.

3. By January 1, the Dean shall forward this planned salary schedule for the next year to each department and division chairman, plus a schedule indicating the maximum, average, and minimum salaries being paid throughout the faculty in each rank for the current academic year. All of the above information is available to any faculty member from his department chairman. The Dean shall also inform the chairman what salaries are currently paid to each member of his department.

4. Prior to making a recommendation, the chairman shall discuss salary with each member of his department.

5. The department chairman shall meet with his division chairman not later than February 10 to discuss his written recommendations for salaries for the next academic year.

6. The division chairman and the Dean of the College shall review these recommendations. The Dean of the College shall then forward to the President, not later than March 1, his recommendations for salaries; and, when his differ from those of either the department or division chairman, the recommendations of the department and division chairmen shall be included.

7. After the appropriate Board action and not later than April 1, the President shall set the salary of each faculty member and inform him in writing of this salary.

8. The Dean of the College shall then notify each department chairman of the salaries of the members of his department.

3050.15 TENURE

After the expiration of a probationary period, and after an affirmative tenure decision has been made, members of the faculty of St. Olaf College shall have tenure (that is, assurance of continuous employment by the college), and they shall be dismissed (3050.23) or their service terminated (3050.25) only for adequate cause and with due process except in the case of retirement for age.

The faculty member with tenure recognizes that tenure conveys both privileges and responsibilities. He will regard himself as a part of that group of faculty members who, because of the continuing relationships to the institution which their tenure involves, share responsibility for the total life and program of the institution. He will resign from his position only after careful consideration of its effect upon the work of the college and only after ascertaining that the college is in a position to continue in a consistent manner the work for which he has been responsible.

1. The award of tenure shall always be based on an explicit judgment by the college. Tenure shall not be acquired by default through the mere passage of time in the probationary period. During the probationary period an explicit decision concerning the granting of tenure shall be made for each faculty member, who shall be notified in writing of this decision. Notice must be given prior to September 1 of the final year of the probationary period.

2. The probationary period at St. Olaf College for full-time faculty members who hold academic rank shall not exceed seven years. Service at other institutions of higher education shall be counted on the basis of the following conditions:

   a. The probationary period for any faculty member initially appointed to the rank of associate or full professor shall not exceed three years.

   b. All full-time service, up to a maximum of three years, at the rank of instructor or above at another institution of higher education may be counted for those initially appointed as full-time instructors or assistant professors. The decision concerning the number of years to be counted shall be made at the time of initial appointment, and shall be stated in the letter of appointment. Thus, the probationary period at St. Olaf College for those with previous experience would range from four to seven years even though the total probationary period in the academic profession may extend beyond the maximum of seven years.

3. A teacher with the rank of instructor may continue to serve in that rank beyond the seventh year and without tenure, provided such a relationship is agreeable to both St. Olaf College and the individual.

4. The following basic requirements are necessary conditions for tenure:

   a. Each candidate must have demonstrated that he meets high standards of professional competence in his discipline and that he possesses the ability and interest to ensure continued growth.

   b. Except under unusual circumstances, each candidate must have attained a terminal degree in his discipline (or equivalent professional distinction).

5. All tenure decisions shall be made according to the Procedures for the Granting of Tenure and Promotion (3050.20).

6. Constraint is necessary in granting of tenure in order that St. Olaf College secure the best possible personnel to serve its program. Such constraint is to be observed by all participants in the process of awarding tenure.

7. Tenure decisions shall be based on judgments in the following three areas, listed in descending order of priority:

   a. The candidate's qualifications as measured by the Standards for Faculty Evaluation (3050.04).

   b. Considerations of personnel needs within the candidate's department (e.g., areas of specialization, unusual teaching styles, retirement plans) as they relate to the Faculty Staffing Plan (3050.03).

   c. Consideration of the number of tenured persons in the candidate's department.

8. Any previous experience shall be considered insofar as it contributes to effectiveness in the specified criteria.

9. Granting tenure does not imply promotion.

3050.17 PROMOTION IN RANK

1. The purpose of promotion is to recognize effective teaching, research scholarship, creative activity, and other contributions to the work of the college.

2. The academic ranks of the college for its faculty shall be as follows:

   a. Instructor

   b. Assistant Professor

   c. Associate Professor

   d. Professor

3. The college uses the designation "visiting lecturer" or "visiting professor" to identify persons appointed to the faculty, usually on a temporary basis, to whom the college policies of promotion, tenure, and rank do not apply.

4. All promotion decisions shall be made according to the Procedures for the Granting of Tenure and Promotion (3050.20).

5. The following basic requirements are necessary conditions for promotion in rank:

   a. Each candidate must have demonstrated that he meets high standards of professional competence in his discipline and that he possesses the ability and interest to ensure continued growth.

   b. Except under unusual circumstances, each candidate must have attained a terminal degree in his discipline (or equivalent professional distinction).

6. In granting promotion in rank, the college shall make an effort to keep a reasonable balance between the upper and lower ranks of the faculty.

7. Decisions concerning promotion in rank shall be based on the Standards for Faculty Evaluation (3050.04), subject to the following considerations:

   a. The criteria shall be applied more rigorously as the rank goes higher.

   b. Promotion to full professor requires that the candidate be adequately qualified in each of the three areas of criteria for judgment.

   c. There is no required minimum period of service at a given rank; evidence of excellence in teaching and professional development are grounds for acceleration.

d. Longevity by itself is no qualification.

e. Any previous experience shall be considered insofar as it contributes to effectiveness in the specified criteria.

f. The number of persons of higher rank within each department shall be considered in relation to the Faculty Staffing Plan (3050.03).

3050.20 PROCEDURES FOR THE GRANTING OF TENURE AND PROMOTION

1. Recommendation for tenure or promotion shall normally be initiated by the department chairman. It may also be initiated by the division chairman, the Dean of the College, or the President. Prior to making recommendations, the chairman of a department shall confer with each candidate for tenure or promotion. All documents and evaluations shall be forwarded to the division chairman, the Dean of the College, and the President.

2. The department chairman shall solicit the opinions of all full-time members of his department who have completed at least two years of service at the college (except those holding terminal appointments) and shall report these opinions to the Dean of the College. The candidate's dossier shall also include some form of student and peer evaluation.

3. The chairman and at least one other tenured member of the department or division shall observe the candidate's teaching, and they shall each write a narrative evaluation of the candidate's performance to be included in the candidate's dossier. These evaluations shall make reference to student opinion of the candidate's teaching, solicited through discussion with students and student questionnaires. The candidate shall receive a copy of each written evaluation of his teaching.

4. In recommending a candidate for tenure, the chairman shall ask all tenured members of the department confidentially to rank all non-tenured members of the department relative to the candidate for tenure. The ranking is done according to the sections on Standards for Faculty Evaluation (3050.04) and Tenure (3050.15).

5. The chairman shall append any other relevant data which the candidate may wish to submit.

6. The chairman may seek and append the opinions of colleagues outside the department, alumni, and professional colleagues in the candidate's discipline.

7. The chairman shall before November 20 discuss with his division chairman his recommendations for tenure and promotion for the next academic year. The division chairman shall then prepare his own written recommendation on each candidate. Before doing so, he shall consider the candidates recommended by other department chairmen in his division as well as information supplied by the Dean of the College as to which candidates will likely be recommended in other divisions. All recommendations shall be returned to the department chairman and forwarded by him to the Dean of the College by December 1. The Dean of the College shall then add to the list of candidates any other qualified persons whose dossiers merit review by the entire faculty committee.

8. The Dean of the College shall send to the Review and Planning Committee by December 15 a list of all recommendations for promotion and tenure.

9. The Dean of the College or the President shall interview each candidate for tenure prior to February 1. Similar interviews with candidates for promotion are optional, but they shall be held if either the candidate, the Dean of the College, or the President requests it.

10. The members of the Review and Planning Committee who hold faculty status (except those who are themselves being considered that year for tenure or promotion) shall recommend to the President candidates for promotion and tenure according to the Standards for Faculty Evaluation (3050.04), subject to constraints contained in the Faculty Staffing Plan (3050.03), and the special conditions applicable to candidates for tenure (3050.15) and to candidates for promotion (3050.17).

    a. To aid in the deliberation, the Review and Planning Committee shall appoint a subcommittee of three full professors. Prior to completing the recommendation process, this subcommittee shall meet with the Dean of the College and with the division chairmen as a group. The subcommittee shall receive from the Dean the dossiers of all candidates and shall have full access to all information submitted about the candidate, either in writing or by consultation with the candidate, professional colleagues, students, or alumni.

    b. This subcommittee shall submit its recommendations to the members of the Review and Planning Committee who have faculty status. During the meeting, the subcommittee may, in a general way, explain the rationale of its recommendations to the larger committee, without disclosing the names of the individuals who have contributed to each person's dossier nor precisely what the contributions are. At a subsequent meeting held at least three days later, the faculty members of the Review and Planning Committee shall, by secret ballot, elect the candidates to be recommended for promotion and tenure. Committee members shall accomplish their charge in full confidentiality.

11. The committee recommendations shall be reviewed by the Dean of the College and reported by him together with his own recommendations to the appropriate department and division chairmen; all recommendations shall be forwarded to the President on or before February 15.

12. If the President intends to make recommendations to the Board at variance with the faculty committee's recommendations for promotion and tenure, he shall notify the committee, and, if requested, shall at a closed meeting of the committee explain his reasons for so intending.

13. After the appropriate Board action, the names of persons receiving tenure and promotion shall be announced by April 1.

14. Each candidate's dossier shall be treated with strict confidentiality by those authorized to review it--namely, the candidate's department and division chairman, members of the three-member subcommittee of the Review and Planning Committee, the Dean of the College, and the President. At any time the candidate may request of his department or division chairman, of the Dean of the College, or of the President that they discuss with him, in a general manner, the contents of his dossier and the reasons for whatever decisions may have been made, but in such a discussion the names of the individuals who have contributed to the dossier shall remain confidential.

3050.23 DISMISSAL PROCEDURES

Dismissal of a faculty member with a tenured appointment, or with a non-tenured appointment before the end of the specified term, may be effected by the institution only for adequate cause. Adequate cause for dismissal of a faculty member shall be (1) incompetence or dishonesty in teaching or research, (2) neglect of institutional responsibilities, or (3) personal conduct involving moral turpitude or which substantially impairs the individual's fulfillment of institutional responsibilities.

1. Preliminary Proceedings

   When reason arises to question the fitness of a faculty member who has tenure or whose term appointment has not expired, the President shall discuss the matter with him in personal conference. If the matter is not settled by mutual consent at this point, the President shall request that the Review and Planning Committee informally inquire into the situation. If the Review and Planning Committee cannot settle the matter, it shall determine whether formal proceedings to consider dismissal should be initiated. If the committee recommends that such proceedings should be initiated, or if the President, even after considering a recommendation of the committee favorable to the faculty member, expresses his conviction that a proceeding should be undertaken, action shall be commenced under the procedures which follow. Except where there is disagreement, a statement with reasonable particularity of the grounds proposed for the dismissal shall then be formulated jointly by the President and the Review and Planning Committee; if there is disagreement, the President or his representative shall formulate the statement.

2. Commencement of Formal Proceedings

   The formal proceedings shall be commenced by a communication addressed to the faculty member by the President, informing the faculty member of the statement formulated, and informing him that a hearing to determine whether he should be removed from his faculty position on the grounds stated will be conducted by a hearing committee (see below) at a specified time and place. In setting the date of the hearing, sufficient time shall be allowed the faculty member to prepare his defense. The faculty member shall be informed of the procedural rights that will be accorded to him. The faculty member may respond in writing to the statements in the President's letter at any time prior to the scheduled hearing.

3. Suspension of the faculty member during the proceedings involving him is justified only if immediate harm to himself or others is threatened by his continuance. Any such suspension shall be with pay.

4. Hearing Committee

   The committee of faculty members to conduct the hearing and reach a decision shall be appointed in the following manner:

a. The Nominating Committee shall appoint one member from the tenured faculty to serve as chairman of the Hearing Committee. The appointment cannot be challenged.

b. The Nominating Committee shall also present to the appointed chairman a slate of ten tenured faculty members from whom the President and the faculty member involved shall by mutual agreement select two additional members to serve on the Hearing Committee. Faculty members deeming themselves disqualified for bias or interest shall remove their names from the list. If the President and the faculty member cannot reach agreement, the Nominating Committee shall appoint the members.

c. The Nominating Committee shall make it clear to the Hearing Committee that the burden of proof for adequate cause rests with the institution. Such a determination shall be satisfied only by clear and convincing evidence in the record considered as a whole.

d. Except as specified below, neither the Hearing Committee nor the Board of Regents shall be bound by the formal rules of court procedure.

5. Committee Proceedings

The Hearing Committee shall proceed by considering the statement of grounds for dismissal already formulated and the faculty member's response (if any) written before the time of the hearing. The committee, in consultation with the President and the faculty member, shall exercise its judgment as to whether the hearing should be public or private. If any facts are in dispute, the testimony of witnesses and other evidence concerning the matter set forth in the President's letter to the faculty member shall be received.

The Hearing Committee shall determine the order in which any testimony shall be given and shall conduct the questioning of all witnesses. If necessary, it shall also secure the presentation of any additional evidence it deems important to the case. A verbatim record of the hearing or hearings shall be taken, and a typewritten copy shall be made available without cost to the faculty member, at his request.

The President or his designated representative may attend the hearing, and may choose counsel to assist in presenting the institution's case. The faculty member shall have the option of assistance by counsel of his choice and shall have the aid of the committee, when needed, in securing attendance of witnesses.

The faculty member or his counsel and the President, his representative, or the counsel of the college, shall have the right, within reasonable limits, to question all witnesses who testify orally and to expand upon or question the nature of all other evidence presented to the committee. The faculty member shall have the opportunity to be confronted by all witnesses adverse to him. Where unusual and

urgent reasons move the Hearing Committee to withhold this right, or where the witnesses cannot appear, the identity of the witness, as well as his statements, shall, nevertheless, be disclosed to the faculty member. Subject to these safeguards, statements may, when necessary, be taken outside the hearing and reported to it. All the evidence shall be duly recorded.

If the faculty member waives his right to a hearing or fails to respond to requests from the Hearing Committee for written or oral statements, the Hearing Committee shall evaluate all available evidence and rest its recommendation upon the evidence in the record.

6. Consideration by Hearing Committee

The committee shall reach its decision in conference on the basis of the hearing record. Before doing so, it shall give opportunity to the faculty member or his counsel and the President, his representative, or the counsel of the college, to argue orally before it. If written briefs would be helpful, the committee may request them. The committee may proceed to decision promptly, without having the record of the hearing transcribed, where it feels that a just decision can be reached by this means; or it may await the availability of a transcript of the hearing if its decision would be aided thereby. It shall make explicit findings with respect to each of the grounds of removal presented and shall provide a reasoned opinion for each decision. The President and the faculty member shall be notified of the decision in writing and shall be given a copy of the record of the hearing. The committee shall complete its work no later than 45 days after the commencement of formal proceedings.

7. Consideration by Board of Regents

The President shall transmit to the Board of Regents the full report of the Hearing Committee, stating its action. The Board of Regents may of its own choosing decide to review the case, or, if the faculty member so requests, it must review the case. The review shall be based on the record of the previous hearing, accompanied by opportunity for argument, oral or written or both, by the principals at the hearing or their representatives. The decision by the Board must be made no later than 120 days after the decision of the Hearing Committee. The decision of the Hearing Committee shall either be sustained or the proceeding be returned to the committee with objections specified. In such a case, the committee, within 30 days, shall reconsider, taking account of the stated objections and receiving new evidence if necessary. It shall frame its decision and communicate it in the same manner as before. The Board of Regents shall make a final judgment no later than 120 days after the committee's decision concerning reconsideration.

8. Publicity

Except for such simple announcements as may be required, covering the time of the hearing and similar matters, public statements about the case by either the faculty member or administrative officers shall be

avoided so far as possible until the proceedings have been completed. Announcement of the final decision by the Board of Regents shall include a statement of the Hearing Committee's original action.

9. Remuneration

On the recommendation of the faculty Hearing Committee or the President, the Board of Regents, in determining what, if any, payments will be made to the faculty member beyond the effective date of dismissal, shall take into account the length and quality of service of the faculty member.

3050.25 TERMINATION PROCEDURES

Termination of a tenured appointment, or of a non-tenured appointment before the end of the specified term, may be effected by the institution only for adequate cause. Adequate cause for termination of service of a faculty member shall be (1) demonstrably bona fide financial exigency as declared by the Board of Regents, (2) discontinuance of a department or program of instruction for reasons other than financial exigency, or (3) demonstrable medical disability.

1. Demonstrably bona fide financial exigency as declared by the Board of Regents:

   If the Board of Regents declares a financial exigency, the following steps shall be taken before any adjustments in faculty are made:

   a. The President and the Dean of the College, following the Board's notice of financial exigency, shall present data relevant to the exigency at a meeting of the faculty. The faculty requests that the Board make available a report of the results of an outside consultant who has examined the claim of exigency.

   b. The President and the Dean shall bring to the campus outside colleagues to assist the college in planning necessary changes in the program of the college.

   c. Adjustments required in each department shall be prepared by the President and Dean and reviewed by both the Curriculum and Educational Policies Committee and the Review and Planning Committee.

   d. Following these reviews, the President and Dean shall prepare a general plan to adjust the staff, indicating the number of needed changes in the different areas of the college. Final approval of this plan must be made by the Board of Regents.

2. Discontinuance of a department or program of instruction for reasons other than financial exigency:

   Such action shall occur only upon the vote of the faculty with the approval of the Board of Regents.

3. Demonstrable medical disability:

   Termination for demonstrable medical disability of a tenured appointment, or of a non-tenured appointment before the end of the specified term, shall be based upon clear and convincing medical evidence. The decision to terminate shall be reached only after there has been appropriate consultation and the faculty member or his representative has been informed of the basis of the proposed action and has been afforded an opportunity to present his position and to respond to the evidence.

All faculty staffing changes resulting from any of the above decisions must follow due process as outlined below.

1. Any faculty member whose appointment is terminated shall, upon request, receive a written explanation from the President justifying this action.

2. If the faculty member is not convinced that adequate cause has been demonstrated, he or his counsel may file a written response with the Review and Planning Committee. The committee shall review the institution's statement justifying adequate cause and the faculty member's rebuttal. If one-third of the committee feels it necessary in order to reach a decision a hearing shall be scheduled to clarify statements received and to accept any additional evidence the President, his representative, or the counsel of the college, and the faculty member or his counsel wish to submit. The committee's decision (and, if possible, its written opinion) shall be presented to the Board of Regents. The Board of Regents shall make the final decision.

3. In every case of termination, except those based on medical disability, the faculty member involved will be given notice according to the schedule for non-reappointment (3050.10). Where notice is not given according to this schedule, severance salary shall be paid to the completion of the current contract year; in addition, those in their first year of service shall receive three months extra salary, those in their second year shall receive six months extra salary and those in their third or later year shall receive twelve months extra salary.

4. In every case of financial exigency or discontinuance of a program or department of instruction, the released faculty member's place shall not be filled by a replacement within a period of two years unless the released faculty member has been offered reappointment and a reasonable time within which to accept or decline it.

3050.27 INSTITUTIONAL SANCTION

1. Sanctions short of dismissal (e.g., loss of prospective benefits, major fines, reduction in salary, suspension from service) may be effected by the institution only in cases of demonstrated irresponsibility or professional misconduct.

2. If a sanction short of dismissal is contested, the faculty member affected may seek redress from an ad hoc Grievance Committee (3050.29).

3050.29 GRIEVANCE COMMITTEE

Whenever a faculty member (or members) wishes to make a formal complaint against a member (or members) of some level of the college staff, and if redress for this complaint is not covered by the procedures for dismissal (3050.23) or termination (3050.25), the following procedure shall apply:

1. The Nominating Committee shall appoint one member from the tenured faculty to serve as chairman of an ad hoc Grievance Committee. The appointment cannot be challenged.

2. The Nominating Committee shall also present to the appointed chairman a slate of ten tenured faculty members from whom the complainant and the person or persons against whom the complaint is made shall by mutual agreement select two additional members to serve on the Grievance Committee. The slate presented by the Nominating Committee cannot be challenged.

3. The chairman of the ad hoc Grievance Committee shall be responsible for undertaking all preliminary measures, e.g., convening the involved parties for the selection of the second and third committee members.

4. The person who initiates grievance proceedings shall submit to the Grievance Committee a written statement wherein he defines the nature of his complaint and names persons against whom it is made.

5. If the Grievance Committee rules that the alleged grievance merits examination, then the complainant's statement is to be forwarded to the persons against whom the complaint is made and copies are to be sent to the President, the Dean of the College, and to the appropriate vice president or division and department chairmen.

6. Those against whom the complaint is made shall respond in writing within ten days; if the complainant wishes, he may be present when the committee receives the response.

7. Hearings of the committee are open only to persons invited by the committee.

8. Whenever the parties to a dispute are present at a meeting or a hearing held by the committee, each has the right to have an adviser of his choosing from the faculty or the staff of the college.

9. If the complainant or the person against whom the complaint is made believes that additional information may be obtained from witnesses, either or both parties to the dispute may name witnesses who will then be called to testify; the committee may limit the number of witnesses, provided that each party is allowed the same number.

10. Having heard the testimony of the named witnesses, the committee may seek information from whatever other sources it seems necessary.

11. Both parties to the dispute have the right to hear the testimony of all witnesses and the right to knowledge of all other evidence on which the committee may base its findings.

12. The committee may question all persons involved in the hearing and has the power to determine the extent to which the parties to the dispute may question each other and each other's witnesses.

13. If agreement between the parties to the dispute has not been reached upon completion of the hearing, the committee shall submit its findings of fact and its attendant recommendations, if any, in writing to the President, the Dean of the College, the appropriate vice-president or division and department chairmen, the complainant, and the persons against whom the complaint is made. The President, within 30 days, shall decide what, if any, action shall be taken. Aggrieved parties, within 30 days, may appeal the President's decision to the Board of Regents. The Board, within 120 days, shall make the final decision.

14. The committee in consultation with the President shall determine the extent to which the records of its hearing and meetings on each case may be accessible to the public.

15. After the committee has submitted its report, all records of its hearings and meetings shall be placed in custody in the President's office.

3050.30 LEAVE OF ABSENCE

1. Classification of Leaves of Absence

   a. Sabbatical Leave
   b. Special Leaves With Salary
   c. Special Leaves Without Salary

2. Sabbatical Leaves

   a. The sabbatical leave has grown out of a recognition of the need and desirability for each faculty member to have an opportunity at regular intervals for professional growth and renewal. The purpose of the sabbatical leave program is to strengthen the faculty by providing opportunity for full-time faculty members to improve their competence as creative and interpretive teachers.

      Each faculty member's sabbatical activity should be designed primarily to engage the individual with some aspect of current scholarship or professional activity; it should not be used simply to prepare course material nor to broaden one's perspective through travel, although such activities may be appropriate as a minor part of a professionally oriented program of research or study.

   b. Sabbatical leaves shall be for one year at half current salary ("current salary" being understood to mean the salary in effect in the year when the faculty member is actually on leave), or for one-half year at full current salary, or (if a faculty member goes on leave after completing a period of service shorter or longer than the normal six-year requirement) with salary pro-rated according to the period of service prior to the leave. Under the 4-1-4 calendar, it is permissible during the sabbatical year for a faculty member to fulfill one-half of his annual teaching responsibility during a single semester and thus remain on full salary for the entire year. No portion of an academic year in which a faculty member is on sabbatical leave may be counted toward any sabbatical leave.

      The sabbatical leave program shall include a pro-rating scheme over a 3 to 9 year period of service.

      The pro-rating system shall allocate salary according to the following schedule except that only tenured faculty members may exercise the option of taking a sabbatical leave with salary after a period of service of less than 6 years.

Years of service at St. Olaf before any sabbatical leave or since last sabbatical leave	Salary during academic year in which faculty member on full year leave*)	Salary during academic year in which faculty member is on semester leave *)
3	1/4	3/4
4	1/3	5/6
5	5/12	11/12
6	1/2	1
7	7/12	1
8	2/3	1
9	3/4	1

*) This is a fraction of the annual salary. The purpose in providing for increased salary if the leave is taken after a period of service longer than 6 years, is to encourage full-year leaves. Such increased salary is not provided for if the faculty member opts for a one-semester leave.

c. Each member of the faculty who holds academic rank has a right to expect a sabbatical leave after each 6 years of full-time non-leave service with possible pro-rating as explained in Section 2b above. Such service need not be continuous. The right to expect a sabbatical leave is a contingent, not absolute right. The granting of sabbatical leaves is not, therefore, automatic, but is contingent upon meeting the following requirements consistent with the basic intent of the sabbatical leave program:

1) The faculty member must apply for a sabbatical leave in order to be considered. Application forms may be obtained from the Office of the Dean of the College. The completed form will be submitted to the department chairman with a request for a recommendation; the chairman will then forward the application along with this recommendation, to the Dean of the College by October 15 for consideration for a leave for the following academic year.

2) The applications for sabbatical leave shall be reviewed by a Leaves Selection Subcommittee of the Review and Planning Committee and the Dean of the College. The Selection Subcommittee shall consist of members of the Review and Planning Committee who shall be appointed by the chairman of that committee; these appointments shall be ratified by said committee. The Selection Subcommittee shall be broadly representative and composed of tenured members who have had sabbatical leaves. Their recommendations shall be made to the Review and Planning Committee which, in turn, makes recommendations to the President. Final approval is the prerogative of the Board of Regents.

3) The Subcommittee shall satisfy itself that the following minimum criteria are met:

(a) The applicant must have a worthy project as attested by the chairman of the department and the Dean of the College.

(b) The project must be in harmony with the objectives of the sabbatical leave program as set forth in section 2a above.

(c) In the case of an application for pro-rated sabbatical leave after less than 6 years of service, the applicant must give evidence of the advantage or necessity of "speed-up".

4) Following the completion of a leave, the recipient shall submit a report of his leave activities to the Dean of the College. These reports are to be made available to the faculty selection committee for review and shall be placed in the library to be available to the faculty. The approval by the Dean of the College of the report of a leave of absence shall be a condition for the granting of a subsequent leave of absence to a faculty member.

d. The pension contribution from the participant and the College may be pro-rated, at the option of the faculty member, according to the salary paid by the College during the sabbatical leave period. If the participant on sabbatical chooses to pay the pension contribution based on full annual salary, the College will also contribute the normal and usual payments based on that salary.

e. The period of sabbatical leave shall count toward tenure, promotions, and salary increments.

3. Special Leaves With Salary

a. Such leaves are understood to be leaves for special purposes; e.g. to perform special services to the College, leaves of up to six months necessitated by illness or child bearing (medical documentation required), etc. See also Section 3055.20.

b. Such leaves are a matter of administrative decision.

c. In the case of illness such leaves shall count as service credit for up to six months toward a sabbatical leave.

d. Special leaves with salary shall be counted as time in service in determining tenure, seniority, and salary increments, provided that they are connected with professional growth and development and are not for the purpose of pursuing work toward a degree.

e. During the period of such leave, the pension contribution from the participant and the College may, at the option of the faculty member, be pro-rated according to the salary paid by the College during the leave period. If the participant on such leave chooses to pay the pension contribution based on the full annual salary, the College will also contribute the normal and usual payments based on that salary.

4. Special Leaves Without Salary

a. Such leaves are granted at the discretion of the Administration for special purposes: e.g. to pursue graduate studies, special research and/or study projects, as sick leave after the first 6 months of disability, etc.. (Note: after the first 6 months of sick leave, during which salary is received from the College, the faculty member, provided that his disability if certified as "total", receives payments under the Total Disability Insurance Plan, see also Section 3055.20).

b. During the period of such a leave, the College does not normally participate in pension payments. However, the faculty member has the option of continuing to make his own contributions to his pension fund.

The College shall, however, continue to make pension payments to the account of a faculty member who is on leave without salary from the College, provided that such a leave is connected with professional growth and development and is not for the purpose of pursuing work toward a degree, provided that such a leave has support from an outside source in an amount not less than one-half of the faculty member's current salary and provided that the source giving such support declines to make the pension payments. When such pension payments are made by the College the faculty member shall pay his normal and usual share to the pension plan pro-rated according to the amount of his outside support up to that amount of his current salary. The College shall also make the normal and usual payments based on that amount.

c. Such leaves shall be given credit as time of service in determining tenure seniority, and salary increments, provided that they are connected with professional growth and development and are not for the purpose of pursuing work toward a degree.

5. Conditions Applicable to All Leaves

a. Notice of severance from the College shall under no circumstances be given during leave.

b. A teacher who receives a leave from the College is expected to return to the College after the leave has been completed. In the event he chooses to leave the service of the College for another position within one year after the termination of the leave, he shall repay the College any leave salary it has paid him.

c. Notice and terms of the leave of absence shall be submitted to the recipient in writing. The leave shall become official upon receipt by the Dean of the College of the faculty member's written acceptance of the leave, and after approval by the Board of Regents.

d. When a teacher has been granted a leave of absence, the administration of the College shall make proper provision for his work without increasing the teaching loads of the other members of the department.

e. At the beginning of the school year, the Dean of the College shall inform the faculty as to persons on leave and the conditions of the leave.

f. A faculty member on leave is eligible to participate in the Group Life Insurance Plan and the Total Disability Insurance Plan on the same basis as when he is not on leave.

Participation in the Blue Cross and MII plans may be continued during the period of leave, at the option of the faculty member. If he chooses to participate, the Major Medical Expense Plan will then also be continued in force. A faculty member wishing to continue under these plans must so inform the Business Office.

g. The period during which a faculty member is on any type of leave, except as stated in 3c, shall not count as time in service accumulating toward a sabbatical leave.

6. Provision for the annual cost of the faculty leave program shall have priority over other budget items involved in faculty compensation.

7. The attention of the faculty is called to the possibility of aid for study or research under the sponsorship of national and professional agencies. Information is obtainable through the Office of the Dean of the College and from department chairmen.

3050.35 RESIGNATION

Notification of resignation by a faculty member ought, in general, be early enough to prevent serious embarrassment to the institution, the length of time necessarily varying with the circumstances of the particular case. As a general rule, such resignations to become effective at the end of the academic year ought to be submitted before the beginning of the second semester of the same academic year.

3050.40 RETIREMENT AND EMPLOYMENT BEYOND AGE OF RETIREMENT

The retirement age for all faculty and staff is 65. Any extension requires a special vote of the Board of Regents. Such extensions are not to be made beyond the year in which the faculty member or administrative officer shall have reached the age of 70. For special provisions, see section on Staff Benefits (3055).

One normally retires at the end of the academic year during which one reaches the age of 65. The academic year is defined as beginning on the first of September and ending on the thirty-first of August of the following calendar year.

3050.45 FACULTY EMPLOYMENT OUTSIDE OF THE COLLEGE

The financial structure of St. Olaf College is dependent on the close inter-relationship between student costs, teaching load, costs of facilities and equipment and administrative and service costs. In order to keep student costs at a minimum, the other factors must be controlled so that the College is as efficient as possible in keeping with the highest standards of teaching and intellectual endeavor. If the faculty teaching and research assignments are reasonable and fair to the College and the individual, and the salaries are adequate, faculty employment outside of the College will always be minimal.

Special situations will arise where a staff member may wish to substitute special research under non-college sponsorship for part of normal teaching assignments. If the payment for college duties is pro-rated at an equitable level, the department chairman and the Dean of the College may approve this arrangement.

Similar substitution of teaching at another institution will be approved only in an emergency or where joint employment of a staff member by more than one institution has obvious advantages to all concerned. It is assumed that salary for such part-time employment will be at a rate not lower than the current college salary for the faculty member. Outside teaching employment must be approved by the department chairman and the Dean of the College.

There may be benefit to the College and professional gain to the individual in a limited amount of outside work such as consulting, lecturing, preaching or performing. This is acceptable provided that the amount of such activity is reasonable and is reported to the Dean of the College. Normally two or three days per month during the school year would be considered a maximum.

Ordinary "moonlighting" or work outside of a professional area must be limited by the good taste and judgment of the faculty. If such work interferes with the quality of performance in regular college duties, the college administration will expect to review salary, load, or even the continuing faculty status.

Salary at St. Olaf College is paid to the faculty throughout the entire year for the nine months of active classroom service. The summer is a period for rest and recreation, but also for intellectual refreshment and planning so that better work can be done in the nine month period. The College does not place any formal restrictions on the summer activity of the staff, but it is understood that summer provides an opportunity for continued professional growth.

3050.50 HOSPITAL-MEDICAL INSURANCE

This insurance is not required, but faculty members may participate in a Minnesota Blue Cross-Minnesota Indemnity, Inc. group plan. The total cost is borne by the individual. The Blue Cross hospitalization contract provides full semi-private accommodations with a $25 deductible provision and 365 days of coverage. The MII medical coverage provides for the usual, customary and reasonable fee charged by the physician or surgeon. Further information is available at the Treasurer's Office as to premiums and payroll deductions.

3050.55 ON-THE-JOB ACCIDENT INSURANCE

Faculty members are fully covered by Workmen's Compensation. Any injury while on the job should be reported to the Office of the Business Manager.

3055 STAFF BENEFITS AT ST. OLAF COLLEGE

3055.05 RETIREMENT PLANS

1. SOCIAL SECURITY

Under Federal Law the College must withhold social security taxes in accordance with the schedule outlined in the 1967 amendments. As of January 1, 1973, 5.85% of the first $13,200 of one's annual income is withheld from his salary, with an equal amount paid by the College. Both the percentage and dollar amount are subject to change through Congressional action. Faculty participation is required and Social Security numbers must be a part of the payroll record.

2. PENSION PLAN

St. Olaf College established a pension plan in 1948. Since that time many changes have been made which have materially increased the benefits available. The plan is carried with Teachers Insurance and Annuity Association.

a. Eligibility

Any full-time member of the faculty and administration is eligible for participation in the plan provided:

1. His salary is being paid by the College;
2. He served on the staff for a minimum of two years; if he has reached age 35, he be reqired to have served a minimum of only one year.

b. Participation

Participation in the St. Olaf College retirement plan is optional for all persons eligible for participation with the understanding that the College will contribute to the plan effective with the date of application.

3. CONTRIBUTIONS

a. For those who are eligible for participation but have not reached age 35:

1) The individual and the institution shall each pay a portion of the contribution, the individual's contribution to be treated as a reduction of salary and the institution to pay both sums for an Annuity Contract.

2) The individual may contribute an amount equal to 5% of his salary and the amount shall be matched by the College. The total shall then be paid into the pension account of the participant.

Example 1: Assistant Professor A has a salary of $10,000. Five per cent of this is $500. This is the amount contributed by Assistant Professor A to the pension program. The College also contributes $500. This total of $1,000 is deposited in Assistant Professor A's pension account.

b. For those who are eligible for participation, have reached age 35, and elect to participate:

1) The individual and the institution shall each pay a portion of the contribution, the individual's contribution to be treated as a reduction of salary and the institution to pay both sums for an Annuity Contract.

2) The individual shall contribute a sum equal to 5% of his salary and the College shall contribute a sum equal to 10% of the salary. The total shall be paid into the pension account of the participant.

Example 2: Professor B has a salary of $15,000. Five per cent of this is $750. This is the amount contributed by Professor B. Ten per cent of salary is $1,500, which is contributed by the College. This total of $2,250 is deposited in Professor B's pension account.

4. VESTED RIGHTS

a. The individual shall at all times have full vested rights in all contributions that have been made to the plan.

b. The fact that the individual has vested rights in the accumulation shall not be construed to mean that he has the right to withdraw these sums. Normally, they may be used only for retirement benefits unless specific permission is granted by action of the Board of Regents of the College.

5. USE OF A SALARY OR ANNUITY OPTION UNDER THE TECHNICAL AMENDMENTS ACT OF 1958

Tax rulings make it clear that if an employee of a 501(c) (3) institution such as St. Olaf elects to take a reduction in salary, or to forego an increase in salary, in return for his institution's purchase of a fully vested annuity contract for him, the amounts so contributed by the institution will not be taxed to the employee currently, within the limits of his "exclusion allowance," nor are they to be reported as "wages" on his Form W-2.

6. RETIREMENT AGE

The retirement age is now set at 65.

3055.10 GROUP LIFE INSURANCE PLAN

The purpose of the term life insurance program is to provide the maximum amount of insurance protection for the family in the event that the death of the individual should occur during his working years. The plan is carried with Teachers Insurance and Annuity Association (TIAA).

1. ELIGIBILITY

Any full-time member of the faculty and administration is included in the plan provided his salary is being paid by the College.

2. AMOUNT OF INSURANCE

The amount of graded term life insurance shall be determined by the marital status, the age, and the salary of the eligible staff member in accordance with the following schedule:

	Number of Units
Single Staff Members	2
Married Staff Members Whose salaries are:	
Less than $5,000	4
$5,000 but less than $10,000	6
$10,000 but less than $15,000	8
$15,000 and over	10

Attained Age Nearest Birthday	Coverage for each Unit of Insurance
Ages through 50	$2,500
51	2,375
52	2,250
53	2,125
54	2,000
55	1,875
56	1,750
57	1,625
58	1,500
59	1,375
60	1,250
61	1,125
62	1,000
63	875
64	750
65	625
66	500
67	375
68 and over	250

3. OTHER PROVISIONS

The insurance is payable in a single sum or in installments in event of death from any cause.

If while insured and before his 60th birthday a participant becomes totally disabled, his insurance will continue during such disability for twelve months after cessation of premium payments. If before the end of this twelve-month period he furnishes due proof that such disability has been continuous for at least six months, his insurance will continue as long as he remains so disabled, subject to his submission of proof of continued disability at such intervals as TIAA may reasonably require. In the event of death during this continuance of insurance, due proof must be furnished TIAA within one year following the date of death that disability had existed uninterruptedly until the date of death.

Upon termination of employment a participant's insurance ceases, except that if he dies within 31 days thereafter, the death benefit will be payable. Within the 31 days following termination of employment, a participant may convert, without medical examination, all or part of his life insurance to an individual policy on any regular whole life or endowment plan then issued by TIAA. Such policies may be preceded by single premium term insurance for a one-year period.

4. PREMIUMS

The entire premium for this insurance will be paid by the College.

3055.15 BLANKET TRAVEL ACCIDENT INSURANCE

St. Olaf participates with other ACM colleges in the Blanket Travel Accident Insurance, carried with the Insurance Company of North America. A principal sum benefit of $50,000 is provided in accordance with the following schedule for injuries sustained while away from home on College business. Coverage begins at the actual start of an anticipated trip, whether it be from your place of employment, home, or other location, and terminates upon your return to home or place of employment, whichever first occurs. The commutation travel is excluded from coverage.

1. DESCRIPTION OF COVERAGE

Coverage A--Loss of Life, Limb or Sight Indemnity:

If such injuries shall result in any one of the following specific losses within one year from the date of accident, the Company will pay the benefit specified as applicable thereto, based upon the Principal Sum stated in the Schedule of Insureds; provided, however, that not more than one (the largest) of such benefits shall be paid with respect to injuries resulting from one accident.

Loss of life	The Principal Sum
Loss of two or more members	The Principal Sum
Loss of one member	One-half the Principal Sum
Loss of thumb & index finger of same hand	One-quarter the Principal Sum

"Member" means hand, foot or eye. "Loss" means, with regard to hand or foot, actual severance through or above the wrist or ankle joints; with regard to eye, entire and irrecoverable loss of sight; with regard to thumb and index finger, actual severance through or above metacarpophalangeal joints.

Coverage B--Permanent Total Disability (Not Applicable to Dependents): After one year of "continuous total disability," and if the Insured is then "permanently and totally disabled" the company will pay a Permanent Total Disability Benefit equal to the difference between the Principal Sum and any payments made under Coverage A on account of such injuries.

Certain exclusions are also stated in the policy.

2. PREMIUMS

Premiums for this will be entirely paid by the College.

3. SUPPLEMENTAL COVERAGE

Under this program an employee may obtain broader coverage on a twenty-four hour basis which covers both occupational and non-occupational accidents.

Various options are available for both "employee only" as well as "employeed and family." The principal sum selected is over and above the College business coverage and the amounts available on an optional basis range from $10,000 to $150,000. For further details, contact the Business Office.

3055.20 GROUP TOTAL DISABILITY INSUPANCE PLAN

On November 1, 1958, the College inaugurated a comprehensive program of Group Accident and Sickness Insurance. As of May 1, 1964, this policy is carried with Teachers Insurance and Annuity Association. The basic purpose of this program is to provide continuation of salary in the event of disabling sickness or accident.

1. ELIGIBILITY

   Any full-time member of the faculty or the administration under age 64½ is eligible provided:

   a. his salary is being paid by the College and he is under contract to the College for a full academic year;

   b. he has served on the St. Olaf staff for a period of at least twelve months. It is important that the individual enroll promptly so that his insurance will become effective as soon as he becomes eligible. If he delays enrollment more than 31 days after becoming eligible, he will be required to furnish evidence of insurability satisfactory to TIAA.

2. PARTICIPATION

   Participation in the plan by all of those eligible is mandatory.

3. PREMIUMS

   One-half of the premium will be paid by the individual, the balance by the College.

4. THE DEFINITION OF TOTAL DISABILITY

   Total disability under this program is "the inability of the employee, by reasons of sickness or bodily injury, to engage in any occupation for which the employee is reasonably fitted by education, training, or experience."

5. BENEFITS

   When an insured individual becomes totally disabled because of injury or illness, the College continues his regular salary for six months. The plan provides the following benefits, which begin on the first of

the month following six months of total disability and continues during such disability until he reaches age 65 or until his prior death.

a. A Monthly Income Benefit which, including any income benefits payable from Social Security and Workmen's Compensation, is equal to 60% of the first $1,500 of his covered monthly salary, plus 40% of covered monthly salary in excess of $1,500 as of the date disability began, but not to exceed $1,500 monthly.

b. A Monthly Waiver Benefit of the amount being paid to his TIAA-CREF annuity in accordance with the provisions of the College's retirement plan, but not to exceed 15% of his covered monthly salary as of the date the disability began. This waiver Benefit is credited as monthly premiums on his annuity, divided between TIAA and CREF, if he participates in CREF, in the same proportion as that being used when disability began.

c. The Monthly Income Benefit and the Monthly Waiver Benefit payable during a period of continuous total disability will be increased each year by 3% compounded annually, commencing as of the first day of the calendar month following 18 months of such continuous total disability.

6. CALCULATION OF BENEFIT AMOUNTS

The amount of benefits for which an individual is insured will be established once a year, on the policy anniversary date which is September 1. Thus, each participant's coverage and the premium amount for his benefits remain the same for twelve months at a time.

The covered monthly salary used in determining benefits will be one-twelfth of the individual's basic annual salary (exclusive of overtime and other forms of additional compensation).

7. THE EXCLUSIONS

TIAA disability benefits are not payable if total disability results from:

a. Injury or sickness as a result of war, declared or undeclared.

b. Injuries sustained in an accident which occurred prior to the date the employee becomes insured under the group policy. This exclusion will not apply, however, to a period of total disability commencing after the employee has been continuously insured for at least one year under any TIAA Group Total Disability insurance policy that provides Monthly Income Benefits nor to a period of total disability commencing one year or more after the effective date of the plan.

c. Intentional self-inflicted injury or sickness.

d. Pregnancy, unless the period of continuous total disability begins after a period of two weeks or more throughout which the employee was actively at work following the termination of such pregnancy.

8. TERMINATION OF INSURANCE

Termination of a staff member's insurance occurs if his active service is terminated, if he ceases his premium contributions, if he ceases to be in a class of employees eligible for coverage, or if the group policy is terminated. Insurance terminates six months before the employee's 65th birthday, since benefits are not payable for the first six months of total disability nor beyond age 65. For certain other circumstances, special provisions shall be worked out with TIAA. Termination of an employee's insurance does not affect his benefits for a total disability existing on the date of such termination.

9. FURTHER INFORMATION AND INTERPRETATIONS

Total disability is determined jointly by TIAA and Social Security since TIAA pays the difference between the allowable Social Security benefits and 60% of the first $1,500 monthly salary.

The judgment is based on information presented to the two agencies by the individual's physician.

It is the responsibility of the individual concerned to seek a judgment of "total disability" in order to benefit from the provisions of this plan.

The concerned individual must realize that TIAA, under the terms of this plan has no obligation to pay any disability claim made when the claimant is no longer on the payroll of the College. <u>This includes convalescent leaves without pay</u>. Because of this provision, it is in the best interests of the individual concerned to file a claim during the first six months of disability, during which time his salary is still being paid by the College. This should probably be done whenever it looks as though there is any possibility of total disability. The judgment as to disability will then be made at the end of the specified six months' period. It is the privilege of the faculty member at any time to withdraw his request to be declared totally disabled.

10. RETURN TO WORK

Return to work by a formally disabled employee in no way impairs his right to future benefits if he once again becomes disabled. If the employee is redisabled within one year of his return to work, and from the same cause as the original disability, TIAA administratively waives the six month waiting period, and benefits begin immediately. If the second disability occurs more than one year after the employee's return to work, or from a different cause, disability benefits begin after the satisfaction of the six month waiting period.

3055.25 SPECIAL PROVISIONS APPLYING TO ORDAINED PERSONS

It is the policy of the College that the ordained persons who are members of the faculty or officers of the administrations shall join or continue in the retirement, life insurance, and disability insurance programs of their Church Body and may supplement this program by contributing a sum equal to 5% of their monthly salary to the College retirement program in TIAA. These individuals are also included in the Group Life Insurance and Group Total Disability Insurance programs of the College in accordance with the provisions of these plans as outlined in the appropriate sections of this publication.

3055.30 MII MAJOR MEDICAL EXPENSE PLAN

1. Eligibility

   To be eligible for major medical benefits it is necessary to be covered by the MII Basic Medical Plan.

2. Premiums

   The premiums for this insurance, which is carried with Minnesota Indemnity, Inc., are paid entirely by the College.

3. Terms of Coverage

   When an accident or sickness causes an individual to incur covered medical expenses during any calendar year:

   MII Pays: Those expenses eligible for payment under the Basic usual, customary and reasonable charge made by the physician or surgeon, then,

   Individual Pays: The next $50--per calendar year--then, subject to the conditions of the contract,

   MII Pays: 80% of the following:

   *Surgeon's Fees
   *Physician's Fees (See special provision for psychiatric care)
   *Anesthesiology
   *Assistant Surgeon's Fees
   *Physical Therapy
   *Diagnostic X-Ray and Laboratory
   *Prescribed Drugs and Medicines
   *Ambulance
   *Blood or Blood Plasma
   *Artificial Limbs, Eyes, Casts, Splints, Trusses, Braces, Crutches
   *Rental of Wheel Chair, Hospital Type Bed, Iron Lung, or Other Prescribed Equipment
   *Complications of Pregnancy as defined in contract
   *Private Duty Nurses

   AND/OR 50% of the following:
   *Professional Psychiatric Care Out of Hospital

To a Limit of: $20,000 Lifetime

Special Provisions

Common Accident or Contagious Disease: In the event that two or more insured dependents of the insured employee incur eligible expenses as a result of the same accident, or as a result of the same contagious disease contracted within a period of any given 30 days, only one deductible amount will be applied to the aggregate of such expenses for all insured persons.

Reinstatement of Maximum: The Maximum benefits of the Major Medical Expense Plan may be restored after the individual has received benefits totaling at least $1,000 upon receipt by MII of satisfactory proof of acceptability for further coverage.

Expenses Not Covered

- Services or supplies received in and billed by a hospital, except blood and blood plasma.
- Workmen's Compensation cases or services supplied under the laws of the United States or of any state or political subdivision, including the Veterans Administration.
- Conditions contracted as a result of war.
- Dental work or dental X-Rays except as a result of injury while covered by the contract.
- Eye refraction or purchase of eye glasses or hearing aids.
- Cosmetic surgery, except as a result of injury while covered by the contract or unless the individual requiring such surgery was born under contract.
- Medical examinations, X-Rays or laboratory services, and supplies where not necessary for treatment or diagnosis of injury or sickness.
- Miscarriage or normal pregnancy or surgical procedure for termination of pregnancy, which are covered under the basic contract.
- Travel expenses.
- Services rendered by homes for rest, the aged, nursing or convalescence.

3055.35 TUITION SCHOLARSHIPS FOR FACULTY AND ADMINISTRATION CHILDREN

1. ELIGIBILITY

All children, one of whose parent is a full-time member of the faculty or administration, are eligible for participation in the plan provided:

a. the salary of the parent is paid by the College.

b. the parent has served on the staff for a mimimum of three years. However, if the parent is a full professor or holds equivalent administrative rank, he is required to have completed a minimum of only two years on the staff.

2. BENEFITS

A tuition scholarship equivalent to 1/2 the comprehensive fee is granted to children of eligible families.

This scholarship is intended for use at St. Olaf College. However, if the parent is currently actively engaged as a teacher or administrator on the St. Olaf staff, it may also be used at any other college of The American Lutheran Church. If used at one of the other colleges of the Church, St. Olaf will pay to the college selected a sum equal to its published charge for tuition or an amount equal to 1/2 of the comprehensive fee at St. Olaf, whichever is the lesser sum.

3. CONDITIONS

a. This scholarship is limited to the natural born or legally adopted children of the family.

b. This scholarship program is intended to assist the faculty member in providing an education for his children at St. Olaf or at another college of The American Lutheran Church. Thus, it is limited to a total of four academic years, a maximum of 36 courses, the completion of the work for the bachelor's degree, whichever shall occur first.

c. This scholarship shall be granted only when the parent is actively a member of the staff or is on a regularly approved leave of absence. All rights to a tuition scholarship for children shall be abrogated when the faculty member resigns from the College or when his services are terminated by action of the institution. However, should the faculty member reach the age of retirement or die while a member of the staff, the following provision shall apply:

1) If he has served on the staff for a period of at least three years but less than ten years, any children who are currently in college shall be granted the tuition scholarship for the balance of the college course as outlined.

2) If he has served on the staff for a period of ten years or more, his children will be granted a tuition scholarship at St. Olaf College regardless of whether or not they are in college at the time of his retirement or death.

3055.36 TUITION SCHOLARSHIPS FOR FACULTY AND ADMINISTRATION SPOUSES

The wife or husband of a full-time member of the faculty or administration is eligible to take without tuition charge one course per term for credit up to a maximum of two courses per calendar year. For courses involving special costs beyond basic local classroom work calculated cost fees will be charged. Courses in addition to one course in any term will be at 50% of the published tuition charge, plus full special fees, if any.

4000 SERVICES AVAILABLE TO FACULTY

4005 ACTIVITY TICKETS

Activity tickets give free admission to all athletic contests, the Artist Series and other designated special events, such as the Fine Arts Festival.

Members of the faculty and administrative personnel, wives or husbands, are entitled to these tickets. Children of faculty members and administrative personnel are also given tickets.

4010 ALUMNI ASSOCIATION

Every faculty member is a member of the St. Olaf College Alumni Association. Addresses of alumni and former students are on file in the Alumni Office. This office welcomes alumni news for publication in the ALUMNUS magazine. Faculty members will occasionally be invited to address alumni clubs.

4015 AMERICAN ASSOCIATION OF UNIVERSITY PROFESSORS

An active chapter of the AAUP has been organized at St. Olaf College. "Membership. . . . is open to all college and university teachers from the faculties of eligible institutions, to graduate students and graduate assistants." (from Bulletin of the Association).

4020 AMERICAN ASSOCIATION OF UNIVERSITY WOMEN

The city of Northfield has an active branch of the AAUW. Meetings are usually held either on the campus of Carleton College or St. Olaf College.

4025 ANNOUNCEMENTS

1. A daily bulletin is posted on the bulletin boards in the St. Olaf Center of the Granskou Complex, the Chapel, and the dormitories each day except Saturday. Material for the daily bulletin must be brought to the office of the Director of Student Activities not later than 4:30 p.m. the previous day. All announcements must be in writing and signed.

2. Only very important announcements may be made in chapel. These must be in writing, and must be left at the Office of the President before 5:00 p.m. of the previous day.

3. The Campus Memo, a weekly bulletin, is published every Monday for faculty and administration. Announcements must be in to the office of the Assistant Dean of the College not later than 2:00 p.m. on Friday if they are to appear the following Monday.

4030 ARTIST SERIES

Each year the Artist Series presents concerts by noted personalities in music and drama. These events are considered a part of the college's educational program and faculty and students are strongly urged to attend. Admission is by activity ticket with reserved seats available in advance to faculty.

4035 COMPUTER CENTERS

A PDP 11 and an IBM 1130 with auxiliary equipment are located in a wing of the Science Center on the Physics floor and is used primarily by faculty and students for research and teaching purposes.

An IBM Systems three and auxiliary equipment is located adjacent to the Administration Building of the Granskou Complex and is used primarily for administrative purposes.

4040 DIRECTORY

The St. Olaf College Directory is issued early fall. It lists the home and college addresses of students, home and college addresses and phones of faculty, administration and employees, together with faculty committees and officers of student organizations. One copy of this directory may be obtained by each faculty member free at the college bookstore.

4045 LIBRARY OF FOUNDATIONS AND GOVERNMENT GRANTING AGENCIES

Within the office of the Dean of the College the college maintains a library of information on philanthropic foundations and government granting agencies together with records of all contacts with grant-making organizations made by the faculty or the college. Available for study by the faculty are financial reports and giving policies of all of the major foundations and government agencies. A file card is kept in this office for each foundation and government agency with whom the college has contact.

Faculty may use these references as they plan proposals for either individual fellowships or group projects and programs.

The Office of the Dean is available for consultation in preparing proposals and selecting the organization to whom a proposal should be sent. The Midwestern Colleges Office in Washington D.C. is also available for assistance with Federal granting agencies.

It is requested that each faculty member report to this office all contacts with foundations, government granting agencies and the Midwestern Colleges Office, either in person or by mail, so that a complete record of the college's relationship with these agencies may be kept in one central place where it will be useful to all members of the faculty.

4050 KEYS

Keys for classrooms and buildings may be secured at the Business Office. Requests for keys must be made through the department chairman. Under no circumstances should any key be duplicated. Issuing master keys or keys to buildings to students is prohibited. When it is absolutely necessary to issue a key to a classroom to student assistants, it is the responsibility of the chairman of the department to provide a list of names of such students to the Dean of the College and also see to it that all keys are returned at the end of the school year.

4055 LIBRARY

Books are charged out to faculty members for an unlimited period of time. Any book for which there is demand may be recalled at any time after two weeks. Periodicals are charged out for one week only. A list of all books signed out to a faculty member is sent to him at the end of the school year. He is asked to return the books or request that they be renewed. Faculty members should use their library privileges with responsibility, and not keep out many books which they are not currently using.

Department chairmen are notified each fall about the departmental allocation for books. Suggestions for books to be purchased from the General Fund are welcomed. Faculty members are notified when new books they recommend are ready for circulation. A monthly list of new acquisitions is distributed.

Notice about books to be placed on Reserve should be given the Reserve Librarian at least two days before assignments in those books are given to students. Books should be removed from Reserve as soon as the period of use is past.

Research materials can be obtained from other libraries on Inter-Library Loan for the use of faculty members.

4060 LOST AND FOUND

A Lost and Found Department is maintained in the St. Olaf Center of the Granskou Complex. Inquire at the switchboard for information.

4065 NEWS BUREAU

The News Bureau, division of Public Relations, is the channel for communicating College events to the public through press releases and pictures sent to magazines, wire service, radio, and television. The effective operation of the bureau, which is important to the welfare of the institution, depends upon the full cooperation of all faculty. The News Bureau should be informed of all possibilities for news stories involving individual faculty members, students, or activities of the department. The News Bureau is anxious to reflect the true picture of the institution in its releases and it can do this only if it is kept informed of the academic developments. While the News Bureau services the Messenger with news, the content of the paper is determined by the editors. Information of campus-wide interest should be sent both to the Messenger and to the News Bureau.

4070 NORWEGIAN-AMERICAN HISTORICAL ASSOCIATION

The headquarters of this organization are located at St. Olaf College. The office of the association and its archives will be found in the library. Several series of publications are issued by the association and are kept in stock in the archives.

4075 NOTARY PUBLIC

This service is available in the Office of the Director of the St. Olaf Center of the Granskou Complex.

4080 POST OFFICE

Each full-time member of the faculty is assigned a box without rental fee. Stamps and envelopes may be purchased at the Post Office which is located in the College Book Store.

Department mail must be in the Print Shop by 3:30 p.m. in order to be mailed the same day. All mail must be unsealed in order to be metered.

Keep air mail and foreign mail separate from the regular mail.

Faculty members may place materials of general interest in faculty boxes provided that the materials bear the name of the distributor and that the cost of materials is borne by the faculty member. Any mass circularizing by individual faculty members or departments must be done from inside the Post Office at a time arranged with the Bookstore Manager. Only official campus business and the U.S. Mail will be distributed by the Post Office staff.

4085 PROSPECTIVE STUDENTS

The College is interested in making contacts with prospective students who would fit in with the program of the school. Members of the faculty are urged to report to the Office of Admissions any students who may come to their attention.

4090 PUBLIC RELATIONS

The St. Olaf Public Relations Office is responsible for the public relations activities of the College. It assists in arranging public events on campus and in the handling of most campus visitors.

The office also serves as a coordinator for educational television activities. Located in the office is the foundations library, which all faculty are invited to use in preparing proposals for foundation grants.

4095 PUBLICATIONS OFFICE

This office supervises the News Bureau, which is the channel for communication to newspapers and other news media. The office also is responsible for the design and writing of College publications, including the alumni magazine, the bulletin series, and all publications used in fund raising and instudent recruitment.

The St. Olaf Alumnus is issued six times yearly and is sent to graduates and former students. The St. Olaf Bulletin is also issued six times yearly with two issues sent to parents, two issues to the clergy of The American Lutheran Church, and two issues to a list of friends and prospective donors. The catalog is a special issue of the bulletin which is published in the spring.

The services of the office are available to assist faculty in producing publications for their departments.

4100 SKOGLUND ATHLETIC CENTER

Facilities in the Skoglund Athletic Center are available to faculty and administrative staff personnel during those times when the facilities are not being used for classes or team practice. Upon the request of the individual, a locker and towel will be provided. A five dollar deposit is required. Arrangements can be made by calling the equipment manager, extension 509.

Arrangements for handball are also made through extension 509. Courts are reserved no more than 24 hours in advance and are to be used for one hour. Fieldhouse use for running is open a considerable portion of the day although classes are held in this area during parts of the day. Team practice is generally held from 3:30 to 6:00 p.m.

4105 ST. OLAF COLLEGE ARCHIVES

The Archives of St. Olaf College, housed in the Library, consist of non-current materials which record and exhibit the history and life of the College.

Periodically the President of the College shall request each faculty and staff member of the College to remove from his files non-current records and materials. The Archivist, or a member of his staff, together with the faculty or staff member involved, shall select materials which shall be transferred to the Archives. Materials not selected shall be destroyed.

The Archives shall be available for investigation by members of the administration and faculty of the College. They shall also be available to scholars and researchers from other institutions. They shall be available to students who are engaged in special studies relating to the history of the College.

In all cases where there is a dispute regarding the use of the Archives the President shall determine their availability.

Materials may not be removed from the Archives for any purpose except by the written approval of the President of the College or the Archivist. The record of such approval and a signed receipt for materials withdrawn shall be kept by the Archivist.

4110 ST. OLAF CENTER

The St. Olaf Center in the Granskou Complex is the "hearthstone" of the campus and provides ample facilities for social, cultural, and service needs of the members of the college community.

The following regulations apply to the use of these facilities:

1. No food or beverages in the Fireside Lounge except for prearranged teas or receptions.

2. No smoking in the Fireside Lounge, or Music Lounge.

3. Children are permitted in the Center only when accompanied by parents or when special arrangements are made.

4. Meetings may continue after normal building hours when prior arrangements have been made with the Director of the Center.

5. All meetings held in the Center must be scheduled in the Office of the Director of Student Activities.

The principal facilities in the Center are:

4110.05 .BOOKSTORE AND POST OFFICE

In the Bookstore, books, school supplies, stationery, candy, gifts, and other related items are for sale and may be purchased by members of the faculty, administration, staff, and their spouses at a discount of 10% for cash. All purchases may be charged, but no discount is allowed in charge purchases. The Bookstore provides at no cost to the faculty: attendance record books, examination booklets, and the annual College Directory (one copy).

A Post Office box is provided for each full-time faculty member. Stamps and package postage may be purchased at the Post Office window. Because this is not a Postal Sub-Station, package insurance, certification and registration of mail is not available. Mail, received at the College twice daily, is generally available in the boxes by 10:30 a.m. and 3:00 p.m.

4110.10 FACULTY LOUNGE

This is a comfortably furnished room, adjacent to the Kings' Dining Room, where faculty, administration, and their guests may relax, read, meet with their colleagues, and carry on other informal activities away from the scrutiny of students or visitors to the College. Although the Lounge contains a selection of newspapers, magazines, and periodicals, it should not be thought of primarily as a reading room which calls for the quiet of the library, but a place for animated conversation, argument, conviviality, and informal relaxation. The Lounge is not open to students.

A few simple rules govern the use of the Lounge:

1. Members of the Faculty may hold informal meetings there. The following criteria would apply to such meetings: (a) they should not be too large (perhaps 10); (b) they must not concern matters that are in any sense private--it must be possible for any member of the faculty to over-hear what is being said without embarrassment to anyone (in view of this, most department staff meetings would not qualify); (c) the meeting must not require scheduling in the Center Office. Meetings which involve reserving the Lounge or part of it do not count as informal meetings.

2. Coffee may be brought in from the Kings' Dining Room. Coffee for a small group may be arranged by calling the Food Service at extension 285.

3. Faculty are encouraged to rearrange the furniture if their conversations or informal meetings could be facilitated by their so doing.

4. It is recognized that the Lounge cannot be used exclusively for informal faculty activities; there are two kinds of exceptions--ordinary and extraordinary.

   a. Ordinary exceptions involve the use of the Lounge in the evening for formal meetings or other purposes consistent with its character and by arrangement with the Director of Student Activities.

b. Extraordinary exceptions involve the use of the Lounge during the day for formal meetings, outside conferences, etc. Such uses will be infrequent and requests for them must be made to the Dean of the College. If a group receives the Dean's permission to reserve the Lounge during the day, the faculty will be notified ahead of time that the Lounge is to be reserved on a given day, and signs will be posted on the Lounge door during the time the Lounge is not available for general faculty use. If no such signs are posted faculty will know both that the Lounge is available for their informal purposes and that they will be protected from scrutiny by outsiders.

4110.15 KINGS' DINING ROOM

This service is open to the public for buffet lunch Monday through Saturday 12 noon to 1:00 p.m. and on Sunday 12 noon to 2:00 p.m. Dinner is served ala carte Wednesday, Thursday and Friday from 5:30 p.m. to 7:00 p.m. Special dinners for groups of 35 or more can be scheduled in this room on Saturday - Tuesday evenings. For further information call extension 285. In addition, coffee is available to the Faculty and Administration in this room Monday - Friday 10:00 a.m. - 11:00 a.m. and 2:30 p.m. - 4:00 p.m.

4110.20 CAFETERIA

The main dining room of the campus serves three meals a day, seven days a week during the school year. (Closed during vacation periods). Meals are served cafeteria style and all are welcome to use this service.

a. Faculty and administration may eat with student groups during any of the regular meal periods at a reduced rate. Please identify yourself to the cashier to receive the special rate.

b. The regular menu being served can be sent to faculty or administration homes for student guests and the host family at no charge. The order along with the students caf card numbers must be placed with the Food Service Director 48 hours in advance.

c. Hot dog, hamburger, and steak picnics may be ordered from the food service. There will be an additional service charge and orders must be placed 48 hours in advance.

d. Sack lunches for field trips must be ordered 48 hours in advance of the day for which the trip is planned. Caf card numbers of the students must be turned in when the order is placed.

4110.25 LION' CAGE

Grill and fountain service is available in the Cage from after chapel until late evening.

4110.30 MEETING ROOMS

Conference Rooms 1 and 2, and Parliament Rooms A and B, may be scheduled by the faculty for committee meetings. This scheduling is handled through the Office of the Director of Student Activities. It is requested that these meetings not be scheduled after 4:00 p.m. in order that student organizations may have the chance to use these facilities.

4110.35 RECREATION ROOM

Six pocket billiard tables, eight automatic bowling lanes, television and table games provide a variety of recreational experiences. These facilities are available to the adult members of faculty families during the school year. Special family rates are offered during student vacation periods and at this time the whole family is invited to participate in the various activities.

4110.40 EXHIBITS

During the year many art exhibits are provided in the Flaten Art Building, the Kings' Room Corridor, the Fireside Lounge, and other areas of the building. These exhibits are planned by the Art Department and by the Fine Arts Committee of the Center Council. Your comments and suggestions would be appreciated.

4115 TELEVISION, EDUCATIONAL

St. Olaf participates in the Minnesota Private College Hour sponsored by the 15 private liberal arts colleges of Minnesota, on channel 2, the educational television station KTCA-TV, in St. Paul. Each year the college presents a number of half-hour programs with faculty members in charge. Participation in the program is arranged through the Dean of the College and the Educational Television Coordinator. The latter is in charge of the production of the program in terms of rehearsals, sets, visual aids and other details.

4120 WOMEN'S LEAGUE

Wives of the members of the faculty and administration and women members of the faculty and administration constitute the membership of this organization. The aims of the Women's League are to encourage closer fellowship among its members and to undertake projects in behalf of students and the College in general.

5000 STUDENT LIFE

5005 COUNSELING PROGRAM

Student counseling is a comprehensive term and involves the services of many people. Classroom teachers, faculty advisers, administrative officials, resident heads of dormitories, student counselors--all contribute to the counseling of students. Faculty members who serve as academic advisers at the time of registration have important counseling duties, not only for the registration period, but throughout the student career of their advisees.

5010 OFFICE OF THE DEAN OF STUDENTS

The Dean of Students is responsible for the supervision and coordination of the offices of the Dean of Men and Dean of Women, Health Service, Counseling Service, Student Activities and Career Planning and Placement.

5015 OFFICES OF THE DEAN OF MEN AND THE DEAN OF WOMEN

The offices of the Dean of Men and the Dean of Women serve as a clearing house for counseling information. Their offices contain the personnel files on all students, including test scores and other records. The deans cooperate with faculty members and advisers in providing information about students. They will appreciate receiving information from faculty members about students who seem to have special problems--personal, financial, academic, vocational, etc. If the deans are not in a position to give the necessary assistance, they will make the proper referral.

It is vital that the Dean of Men or Women be notified of any serious student problem or extensive counseling that is done by anyone on the St. Olaf campus.

While the total welfare of students at St. Olaf College is the responsibility of the personnel deans, more specialized counseling services are offered as follows:

Academic counseling is under the direction of the Dean of the College and the Registrar in cooperation with faculty advisers.

Vocational counseling may be obtained from deans, faculty members and other staff personnel, with special testing and other services available through the Director of Career Planning and Placement.

Spiritual counseling is available through the office of the College Pastor.

Personal counseling is available to students from the College Counselors. A psychiatrist serves as a consultant to the College Counselors and the college doctor and referrals are made when appropriate.

5020 HEALTH SERVICE

St. Olaf College maintains clinic services for students. The Health Service has equipment and personnel to administer definitive treatment of medical problems. Regular clinic hours are maintained for out-patient services. Emergency care is available on a 24-hour schedule. Hospitalization when needed is at the Northfield City Hospital.

Teachers are encouraged to inform the Health Service of students who appear to be in need of medical care.

5025 HONOR SYSTEM

As indicated in 3040.50, the Honor System has been in effect at St. Olaf since 1911. Many colleges have been unsuccessful in their attempts to put such a system into effect. At St. Olaf, however, it has become an important part of the college tradition, and it is the responsibility of each student and faculty member to keep the system working and effective. Details regarding the Honor System are printed in a brochure issued by the Honor Council, and copies are available for faculty. The main points are as follows:

1. All tests, quizzes, or examinations of any kind are taken under the honor system. If the nature of the test is such that the professor must remain in the classroom, each student is still on his honor and the honor system is still in effect.

2. "Receiving assistance during a test" involves also the receiving of any information prior to the taking of the test which gives a student an unfair advantage over the other students in the class.

3. Test pledges should be signed only after the taking of a test in order to eliminate the chances of a professor's overlooking of the crossed out signature.

5030 DIRECTOR OF STUDENT ACTIVITIES

The Director of Student Activities coordinates the scheduled program of activities outside the classroom and is in charge of the master calendar for the campus. Faculty members who advise student organizations or have other responsibilities for group functions should, to avoid conflict, consult the office before scheduling any event requiring campus space.

5035 ELIGIBILITY FOR ACTIVITIES

Students enrolled for a minimum of three courses for the current semester may participate in extra-curricular activities.

Eligibility for inter-collegiate athletics is certified by the Faculty, in accordance with Minnesota Intercollegiate Athletic Conference policy.

5040 STUDENT GOVERNMENT

The basic responsibility for student life and activities and the administration of the college community are vested in the Board of Regents and the President of the College. However, responsibility is entrusted to students, through their self government, to cooperate with the faculty and administration in maintaining conditions essential to a healthy intellectual and social life and in fostering democratic procedures and intelligent citizenship. Each student is a member of the student body government and participates in the election of its officers. The elected representatives of the students carry on the major business of the student body and manages student body activities through its boards, councils, and committees. For more complete statements on student government and organizations, see The Student Handbook.

5045 STUDENT CONGREGATION

Students conduct and support their own congregation on the campus under the leadership of the College Pastor. Officers of the congregation are elected by the students themselves.

5050 STUDENT PUBLICATIONS

The Manitou Messenger, the College paper, founded in January 1887, is published by the students weekly during the academic year.

Touch is a St. Olaf College literary magazine published by the students.

The Viking, the College year book, first appeared in 1903. It is now published annually.

5055 STUDENT HANDBOOK

An official student hand book is published each year and can be viewed as a supplement to both the College Catalogue and to the Faculty Manual. The 1973-74 issue contained the following: contracts, student academic records and transcripts, guidelines for academic action, plagiarism, the honor system, student roles in campus governance, community council, judicial system, recidence hall governance, co-ed housing, intervisitation policy and procedures, general residence hall regulations, health service, alcoholic beverages and drugs, student cars, constitution of the Association of Women Students, and the Office of Career Planning and Placement.

6000 GENERAL INFORMATION

6005 AUDITING AND COURSE REGISTRATION PRIVILEGES FOR FACULTY AND SPOUSES

A member of the faculty may audit courses in the College without any charge so long as this activity does not interfere with his or her regular college duties. Permission must be obtained from the instructor in charge of the course.

A spouse of a faculty member may audit college classes without any charge. Permission must be obtained from the instructor in charge of the course. An auditor in this category is not eligible to earn credit by special examination (see 3055.36).

6015 CAR REGISTRATION

All automobiles, including those owned by members of the faculty, must be registered in the Office of the Dean of Men who issues a bumper sticker which must be placed on the right bumper of the car. If there is a change in the license, the new number should be reported immediately.

6020 CHAPEL SERVICES

Chapel services for both students and faculty are held from 9:40 a.m. to 10:00 a.m. in Boe Memorial Chapel every day of the week except Saturday and Sunday. Members of the faculty, students, and guests are the speakers.

Chapel speakers are asked to close services at 10:00 a.m. promptly so as not to infringe on class time.

Chapel services should mark a high point of the day. While no record of attendance is taken, regular presence of faculty as well as students is expected.

6025 CHURCH ATTENDANCE

Members of the faculty and staff are encouraged to associate themselves with one of the churches in the Northfield community. In Northfield there are three congregations which are members of The American Lutheran Church with which the College is affiliated. These are Bethel Lutheran Church, St. John's Lutheran Church, and St. Peter's Lutheran Church. Other churches in the Northfield area are:

All Saints' Church (Episcopal)
Church of St. Dominic (Roman Catholic)
Emmaus Baptist Church
Friends Meeting
Gospel Tabernacle Assemblies of God (Pentecostal)
Methodist Church
Moravian Church
Northfield Alliance Church
Trinity (The Lutheran Church - Missouri Synod)

6030 COLLEGE ATHLETICS

St. Olaf College, a member of the National Collegiate Athletic Association and of the Minnesota Intercollegiate Athletic Conference, conforms to the rules and standards of these organizations.

The program of athletics at St. Olaf has evolved through a thorough study and practice of pure amateur competition. Competitive athletics, maintained on the level of dignity and high purpose inherent in liberal arts education, constitute an important phase of college life.

The establishment and promotion of the athletic policy is vested in the faculty, and each individual faculty member ought to become familiar with the basic rules and principles of the program.

The following principles guide the athletic program of St. Olaf College:

1. Athletics shall be maintained for the benefit of students and not for the sake of publicity, prestige, or profit to the college or to any individual connected therewith.

2. So-called athletic scholarships, specifically designed for athletics, shall not become part of the program of attracting athletic talent.

3. That there be no financial aid packages exceeding need.

4. That the size and shape of the financial aid packages be no different than for any other student.

5. That any off-campus solicitation of students by athletic coaches involving the expenditure of department funds be recorded in a recruitment log maintained by the Athletic Director. This log to be reviewed by the Athletic Committee and open for inspection by the Faculty and Administration staff.

6035 CONSECRATION SERVICES

A consecration service is held at the beginning of each school year when the entire college family meets in Boe Memorial Chapel. The President of the College delivers the sermon.

6040 CONVOCATIONS

Speakers on a variety of topics are presented in the Convocations series, usually from 9:40 a.m. to 10:20 a.m.

6045 FIELD TRIPS

Arrangements for field trips and other group absences from the campus must be made in advance with the Dean of the College who sends lists of participating students to the teachers concerned.

6050 GIFTS TO THE COLLEGE

The College is dependent on gifts and grants for both current and capital purposes. This support is secured from many sources. Faculty members can be of help by suggesting names of individuals, organizations, or foundations that might be interested in the program of the College. Information about prospective donors should be referred to the Vice President, College Relations and Planning, or to the Associates in Fund Development.

Contributions to the College or any of its special activities should be turned in to the Business Office.

Gifts other than money should be accepted for the College only after consultation with the Vice President, College Relations and Planning, as to proper procedures.

6055 HOUSING

A clearing house for housing information of all kinds is located in the office of the Business Manager. Faculty members in need of housing are encouraged to make use of the resources of the clearing house. Faculty members are encouraged to inform the Business Manager of housing they have available--or that they know is available.

6060 MEDICAL EXAMINATIONS

New members of the faculty shall have pre-employment medical examinations, the cost to be borne by the faculty member. The form for the examination will be provided by the President's Office, and the completed form and statement should be sent back to that office.

Final approval of appointment to the faculty is contingent upon satisfactory completion of this medical examination.

Faculty members are encouraged to have annual medical examinations, the cost of which is to be borne by the individual. These examinations are given by the physician of one's own choice.

6065 "NO SMOKING" AREAS

Faculty members are expected to observe the "No Smoking" regulations in classrooms and other college buildings where smoking is not permitted.

6070 OFFICE OF CAREER PLANNING AND PLACEMENT

1. The Office of Career Planning and Placement serves all students in residence, as well as alumni, at the request of the individual. Although it is recognized that the main thrust of the office should be career counseling and guidance, a realistic appraisal based on limitations of staff and budget, indicates involvement largely in bringing students and interviewers together on the campus to explore opportunities offered by graduate schools, business, industry, government agencies and public schools.

2. The Office of Career Planning and Placement is located in Room 3 of the Classroom Annex, the telephone extension is 235, and the staff consists of a Director and a secretary who are available to the faculty and students during the hours of 8:00 a.m. to 12:00 noon and 1:00 p.m. to 5:00 p.m. daily. The Director is available on most Saturdays from 9:00 a.m. to 12:00 noon.

3. The Faculty, in its advisory relationship with students, will find the Office of Career Planning and Placement ready to cooperate in any way possible and also amenable to suggestions for improving its services. Some of the ways in which the Bureau is now prepared to assist faculty members, as they work with students, are listed below:

   a. Testing: (a) administering the Strong Vocational Interest Inventory test to students at their request or on referral by the faculty; (b) interpretation of the test profiles to students; (c) providing a copy of the profile to the faculty advisor; (d) administering the Graduate Record Examinations on campus and furnishing up-to-date information concerning such examinations and the interpretation of results.

   b. Interview Schedules: coordinate for the benefit of faculty and students, the campus visits by representatives of graduate schools, government agencies, public schools, business and industry.

   c. Reference Materials: The Office has on file many pamphlets and booklets dealing with graduate schools and vocational opportunities to which students may be referred.

   d. Meetings Sponsored by Departments: The Director welcomes the opportunity to attend meetings sponsored for departmental majors and to provide such information as may be pertinent to such meetings, such as MAT Programs, preparing resumes, registering with the Office of Career Planning and Placement, the job market, interview techniques and related topics.

   e. Graduate School Orientation: During the early part of March, each year, the placement office coordinates an orientation meeting for Juniors at which time general information is provided in applying to graduate schools.

6085 TRAVEL TO PROFESSIONAL MEETINGS

Approximately 85% of the faculty travel budget will be distributed to the departments on the basis of the number of persons in that department to be allocated by the department chairman, with the approval of the Dean of the College. Approximately 15% of the budget will be distributed by the Dean of the College to persons and departments with special needs in a given year.

The general rule shall be that no department shall allocate more than $150 to any faculty member per year. Exceptions can be made at the discretion of the department chairman, with the approval of the Dean of the College.

Departments (rather than individuals) will be permitted to carry over unused funds from one academic year into the next academic year, provided such funds are not carried over for more than one year.

Members of the Paracollege will apply for travel funds through their regular department and will be counted as full time members of their department in the distribution of the funds.

All applications for use both of departmental travel funds and funds administered by the Dean of the College must be approved in writing both by the department chairman and the Dean of the College. Bills incurred in such travel should be submitted to the department chairman for his signature and forwarded to the Dean of the College for payment authorization.

The College will pay for air coach fare, travel from Northfield to the Minneapolis airport and return at the rate of 12¢ per mile, limousine from the destination airport to the hotel and return, hotel bills, and registration fee (maximum $15). Travel by automobile will be reimbursed at the rate of 12¢ per mile but no individual may receive more than the air coach fare to the same destination.

6090 USE OF ALCOHOLIC BEVERAGES IN COMPANY WITH STUDENTS

Faculty members are reminded of the college regulation which states "Possession or consumption of alcoholic beverages is prohibited on campus or in off-campus houses or at college functions." It is expected that faculty members will comply with the State Law concerning the serving of alcoholic beverages to minors.

6075 SCHEDULING OF EVENTS

The Office of the Director of Student Activities schedules all meetings and social events. The calendar of fixed dates in the Catalog and the calendar of special events in the office of the Director of Student Activities should be consulted before a decision is made concerning the time for social functions.

When non-college speakers are involved in a meeting, the Director of Student Activities is to be notified in writing of the meeting time, the name (and any pertinent affiliation) of the speaker, the name of the meeting chairman and the name of the sponsoring group. Such information should be provided to the Director of Student Activities at least seven (7) days in advance of such a meeting.

6080 TELEPHONE SERVICE

The College changed to a CENTREX system effective in August, 1974. Each telephone on campus now has a separate number. This means that persons calling St. Olaf are able to dial directly to each office without going through the College switchboard. For the sake of efficiency, each faculty member should inform interested persons of the new system and of his office telephone number.

Long distance calls can be made from faculty offices by dialing 9 and the number being called. The information on the call will automatically be recorded and the bill for the call charged to the telephone number from which the call was placed. Persons should use only their assigned telephones to place long distance calls and should also keep a log of long distance calls so that the monthly bill can be checked for accuracy. It is recommended that all calls be placed by the Direct Distance Dialing (DDD) method. DDD calls cost up to 40% less than person-to-person calls and 30% less than operator handled station-to-station calls.

The college has available for use by the college faculty and staff direct, no toll, lines to Minneapolis-St. Paul area. If you wish to place calls to the Cities, please dial "0", identify yourself, and ask for the direct line. You will then be able to dial your number. THIS IS NOT A "WATTS" LINE and is <u>not</u> to be used for calls outside of the Minneapolis-St. Paul area.

If there are questions concerning telephone service, please contact the Director of St. Olaf Center.

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